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WILKES COMMUNITY COLLEGE

WILKESBORO NORTH CAROLINA

WILKES COMMUNITY COLLEGE

CATALOG
1971 – 1972

COLLEGIATE DRIVE
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NORTHWEST REGIONAL EDUCATIONAL CENTER

Alleghany	Watauga
Ashe	Wilkes
Avery	Yancey
Mitchell	

Jackson, Roger H. ..... Director
B.S. and M.A., Appalachian State University; candidate for Ed.D., Duke University

Welborn, Paul E. ..... Director of Staff Development
B.S. and M.A., Appalachian State University

Canupp, John A. ..... Coordinator of Instructional Services
B.S. and M.A., Appalachian State University

White, Robert R. ..... Coordinator of Communications
Tusculum College

Love, Patsy G. ..... Secretary
B.S., Appalachian State University

Shepherd, Brenda C. ..... Secretary

STATE DEPARTMENT OF PUBLIC INSTRUCTION
AREA OCCUPATIONAL OFFICE

Alexander	Caldwell	Surry
Alleghany	Catawba	Watauga
Ashe	Davie	Wilkes
Avery	Iredell	Yadkin
Burke	Rowan	

Angell, W. Guy ..... Director
B.S. and M.A., Appalachian State University; graduate study, University of North Carolina

COLLEGE CALENDAR

FALL QUARTER 1971

September 2, Thursday	Orientation (New Students)
September 3, Friday	Registration
September 6, Monday	First Day of Classes
September 13, Monday	*Last Day for Registering or Adding a Course
November 19, Friday	Last Day of Fall Quarter
November 20-28	Thanksgiving Holidays

WINTER QUARTER 1971-1972

November 29, Monday	Registration
November 30, Tuesday	First Day of Classes
December 7, Tuesday	*Last Day for Registering or Adding a Course
December 18-January 2	Christmas Holidays
January 3, Monday	Classes Resume
February 25, Friday	Last Day of Winter Quarter

SPRING QUARTER 1972

March 1, Wednesday	Registration
March 2, Thursday	First Day of Classes
March 9, Thursday	*Last Day for Registering or Adding a Course
March 31-April 3	Easter Holidays
April 4, Tuesday	Classes Resume
May 19, Friday	Last Day of Spring Quarter
May 19, Friday	Commencement (5:00 P.M.)

SUMMER QUARTER 1972

June 5, Monday	Registration
June 6, Tuesday	First Day of Classes
June 12, Monday	*Last Day for Registering or Adding a Course
July 1-July 9	Summer Holidays
August 25, Friday	Last Day of Summer Quarter

* Penalty Fee for Registering After Classes Begin

TRUSTEES

ADMINISTRATION

FACULTY

WILKES COMMUNITY COLLEGE

TRUSTEES

Judge Robert M. Gambill—Chairman

Gordon E. Rhodes—Vice-Chairman

Robert L. Strickland—Secretary

1973

Milton J. Ingram

Mrs. C. Fred Lovette

L. P. Somers, Jr.

1975

Mrs. John W. Andrews

Seth M. Beale, M.D.

Don T. Culler

1977

Richard B. Johnston

Gordon E. Rhodes

Robert R. Smoak

1979

Judge Robert M. Gambill

R. Kyle Hayes

Robert L. Strickland

COLLEGE PERSONNEL

ADMINISTRATIVE

AUSTELL, JOSEPH R. ..... Director, Occupational Programs
B.S., M.S.

~~BARGHOTHI, BARBARA H.~~ ..... Counselor
B.S., M.A.

BYRD, I. FAYE ..... Head, Learning Resources Center
B.S., M.A.

CULBRETH, JOHN R. ..... Coordinator, Community School Program
B.G.S.

GREENE, VIVIAN K. ..... Assistant Registrar
B.A.

HOBBS, JANE G. ..... Coordinator, Programmed Materials Center
B.S., M.A.

IDOL, JOHN V. ..... Dean of Student Personnel Services
B.S., M.A.

KELLAM, VIOLET M. ..... Area Consultant—Hospitality

KIMREY, RIVES B. .....Area Consultant—Supervisory Development Training — B.S.

LARSON, CATHERINE M. ..... Coordinator, ABE/Community Services Program — R.N., P.H., B.S.

LARSON, RODGER G. ..... Director, College Transfer Program
A.A.S., B.A., M.S.

MAYBERRY, LENA P. ..... Administrative Intern
B.S., M.A.

PEARSON, STOKES R. ..... Director, Continuing Education Programs — B.S., M.A.

PEPPER, HENRY F. .....Coordinator, Adult Education Programs
B.S., M.A.

RICHARDSON, MARY C. ..... Librarian
B.S., M. Ed.

RICHARDSON, WILLIAM R. ..... Dean of Instruction
B.S., M.A., Ed.D.

ROBERTS, THOMAS G. ..... Coordinator, Ashe County Programs
B. S.

SEBASTIAN, KENNETH E. ..... Coordinator, Occupational Extension Programs — B.S., M. Ed.

SHAW, CONRAD A. SR. ..... Dean of Administrative Services
B.S., M.A.

THOMPSON, BOB C. ..... Vocational Counselor
B.A., M.A.

THOMPSON, HOWARD E. ..... President
B.S., M.A., Ph.D.

WHITTINGTON, THOMAS R. ..... Registrar
B.S., M.A.

STAFF

ANTHONY, VIVA K. ..... Secretary
A.A.S. Wilkes Community College

BRIGHT, JEANETTE H. ..... Secretary

CAMPBELL, JANICE H. ..... Library Technician
A.A.S. Caldwell Community College

CLANTON, PATSY, S. ..... Secretary

CHAPMAN, HELEN G. ..... Secretary
Diploma, Crandall Business College; A.A.S. Wilkes Community College

CHURCH, PAUL Jr. ..... Maintenance

COLVARD, LINDA S. ..... Secretary
A.A.S. Wilkes Community College

CUTHBERTSON, MARTHA A. ..... Secretary

HORTON, EMMA L. ..... Maintenance

JOHNSON, CLAUDE E. ..... Maintenance

JONES, RICHARD W. ..... Security

LAND, GAIL M. ..... Secretary

LANE, LOIS M. ..... Secretary
Wilkes Community College

LOCKHART, CLYDE M. ..... Maintenance

LOCKHART, PRISCILLA J. ..... Bookkeeper
Appalachian State University

McNEIL, GARY W. ..... Equipment Technician
North Carolina State University

McNEIL, MARLENE H. ..... Secretary
Wilkes Community College

MINTON, NORMA J. ..... Accounting Clerk

NOBLITT, JUANITA F. ..... PABX Operator
Wilkes Community College

POTTS, HELEN H. ..... Secretary
Diploma, Mitchell College; Wilkes Community College

PREVETTE, JENNY W. ..... PABX Operator
A.A.S., Wilkes Community College

ROBERTS, SHERRY A. ..... Secretary
A.A.S., Wilkes Community College

THOMPSON, BETTY R. ..... Bookstore Manager
Chattanooga College

WADDELL, JANE M. ..... Accounting Clerk
Diploma, Winston-Salem Business College

WELBORN, BURL W. ..... Maintenance

WYATT, GLENN C. ..... Maintenance

FACULTY

ANDERSON, JOHNSON J. ..... Social Sciences
B.A., Wake Forest University; Westminster Choir College, Furman University; M.A., Appalachian State University; Graduate Study, Appalachian State University

AUSTELL, JOSEPH R. ..... Director, Occupational Programs
B.S. and M.S., Clemson University

AYERS, III, THOMAS D. ..... Construction Technology
B.S., East Tennessee State University; Graduate Study, East Tennessee State University

BARD, GWYN S. ..... Building Construction Technology
B.S., North Carolina State University

BARGHOTHI, BARBARA H. ..... Counselor
B.S., Southern Illinois University, M.A., Appalachian State University

BEALE, LOIS C. ..... Practical Nurse Education
Kahler School of Nursing; Registered Nurse

BRIGHT, FRANK K. ..... Power Mechanics
Mack Service School; Detroit Diesel School; Cummins Service School; Bear Automotive School; Morehead Technical Institute; Forsyth Technical Institute; Wake Forest University

BRYANT, LARRY D. ..... English
A.B., East Carolina University; Graduate Study, East Carolina University and Appalachian State University

BYRD, IDA FAYE ..... Head, Learning Resources Center
B.S. and M.A., Appalachian State University; Graduate Study, Appalachian State University

CULBRETH, JOHN R. ..... Coordinator, Community School Programs — B.G.S., University of Nebraska

GAMBILL, IRA G. ..... Business Technologies
B.S. and M.A., Appalachian State University

GOFORTH, ROBERT G. ..... Reading
B.S. and M.A., Appalachian State University

GREENE, VIVIAN K. ..... Assistant Registrar
B.A., Wake Forest University

HADLEY, JACK M. ..... Mathematics and Sciences
B.S. and M.A., Appalachian State University; Graduate Study, University of North Carolina and Appalachian State University

HAHN, ROBERT A. ..... Building Construction Technology
A.A.S. and B.S., Pratt Institute; M.S., University of Florida

HAIGH, CARL W. ..... Hotel-Motel Management Technology
B.S., Cornell University; North Carolina State University

HAYES, ESSIE N. ..... English
B.S. and M.A., Appalachian State University; Graduate Study, Appalachian State University

HENDRIX, FRANCES J. ..... Mathematics
B.S., Appalachian State University; M.S., University of North Carolina; Graduate Study, Duke University, Wake Forest University, and Appalachian State University

HEPLER, DIANNE K. ..... English
A.B., Pfeiffer College; M.A., East Carolina University; Graduate Study, East Carolina University and University of Tennessee

HEPLER II, PAUL R. ..... Social Sciences
B.A., Pfeiffer College; M.A., East Carolina University; Graduate Study, East Carolina University and University of Tennessee

HOBBS, JANE G. ..... Coordinator Programmed Materials Center
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.A., Appalachian State University; Graduate Study, University of Michigan and Furman University

HOWELL, GEORGE K. .....Industrial Management Technology
B.S., Western Carolina University; B.D., Emory University; M.A., Appalachian State University

IDOL, JOHN V. ..... Dean of Student Personnel Services
B.S. and M.A., Appalachian State University; Graduate Study, Appalachian State University

JOHNSON, YORK B. ..... Building Trades
Elkin High School

KELLAM, VIOLET M. ..... Area Consultant

KIMREY, RIVES B. JR. ..... Area Consultant
B.S., North Carolina State University

KLINKOSUM, ELIZABETH H. ..... Sciences
B.S., Wake Forest University; M.A., Appalachian State University; Medical Technologist, Bowman Gray School of Medical Technology, North Carolina Baptist Hospital; Graduate Study, Duke University

KLINKOSUM, NITHI ..... Social Sciences
B.A., Wake Forest University; M.A., Appalachian State University; Graduate Study, Appalachian State University and Duke University

LARSON, CATHERINE M. .....Coordinator, ABE/Community Services — R.N., Griffin Hospital School of Nursing; B.S., Upsala College; Graduate Study, P.H.N. Syracuse University and Union Theological Seminary

LARSON, RODGER G. ..... Director, College Transfer Programs
A.A.S., University of New Haven; A.B., Yale University; M.S., New York University; Graduate Study, Yale, Columbia, Cornell, Appalachian State University

LEWIS, PHILLIP E. ..... Business Technologies
B.S., Appalachian State University; J.D., University of Baltimore; Graduate Study, Towson State College

LINNEY, JOSEPH B. ..... Health and Physical Education
B.S. and M.A., Appalachian State University

MAYES, DEWEY S. ..... Humanities
B.S. and M.A., Appalachian State University; Graduate Study, Yale University and Appalachian State University

McINNIS, NANCY L. ..... English
B.A. and M.Ed., University of North Carolina at Greensboro

McNEILL, ROBERT B. ..... English
A.B., Birmingham-Southern College; B.D., Union Theological Seminary; M.A., University of Kentucky; Graduate Study, University of North Carolina

MEDCALF, RICHARD C. ..... Sciences
B.S., Southern Missouri State College; O.D., Southern College of Optometry; Graduate Study, University of North Carolina, Appalachian State University and University of North Carolina at Charlotte

MIMS, BARRY K. ..... Business Technologies
B.B.A., University of Georgia; M.A., Appalachian State University

MOFFETT, WILLIAM J. ..... Humanities
A.B., University of North Carolina; M.A., Appalachian State University; Candidate for Ph.D., Duke University

MOORE, BRENDA B. ..... English
B.A., University of North Carolina; M.A., Appalachian State University; Graduate Study, Appalachian State University

NICHOLS, MARY A. ..... Mathematics
B.S. and M.A., Appalachian State University; Graduate Study, Appalachian State University and University of North Carolina at Greensboro

NOBLITT, CHARLES G., JR. ..... Agricultural Technologies
B.S. and M.S., Virginia Polytechnical Institute; Candidate for Ph.D. North Carolina State University

PAYNE, JAMES F. ..... Business Technologies
B.S., High Point College; M.Ed., University of North Carolina at Greensboro

PEARSON, STOKES R. ..... Director, Continuing Education
B.S., Berea College; M.A., Appalachian State University; Graduate Study, North Carolina State University and University of Kentucky

PEPPER, HENRY, F. ..... Coordinator, Adult Education
B.S. and M.A., Appalachian State University; Graduate Study, Appalachian State University and North Carolina State University

PIERCE, LENORE G. ..... Business Technologies
B.A., Milligan College; M.A. and Ed.S., Peabody College for Teachers; Graduate Study, University of North Carolina at Greensboro and University of Tennessee

PROFFIT, EDNA Q. ..... Sciences
A.B., Carson Newman College; M.A., University of North Carolina; Graduate Study, Columbia, North Carolina State University and University of North Carolina

RASH, HENRY F. ..... Agricultural Technologies
B.S. and M.Ed., North Carolina State University; Graduate Study, Appalachian State University

RHODES, SPENCER B. ..... Business Technologies
B.S., Appalachian State University; Graduate Study, Appalachian State University and Wake Forest University

RICHARDSON, MARY C. ..... Librarian
B.S., Salem College; M.Ed., University of North Carolina

RICHARDSON, WILLIAM R. ..... Dean of Instruction
B.S. and M.A., Appalachian State University; Ed.D., University of North Carolina

ROBERTS, THOMAS G. ..... Coordinator, Ashe County Programs
B.S., East Tennessee State University; Graduate Study, Appalachian State University and University of North Carolina

ROCHE', ROBERT J. ..... Business Technologies
A.A., Chipola Junior College; B.S., Troy State University; M.A., Western Carolina University

SEBASTIAN, KENNETH E. ..... Coordinator, Occupation Extension Programs — B.S., Appalachian State University; M.Ed., North Carolina State University

SHAW, CONRAD A., SR. ..... Dean of Administrative Services
B.S. and M.A., Appalachian State University; Graduate Study, Appalachian State University; University of Nebraska

SHOEMAKER, CHARLOTTE P. ..... Practical Nurse Education
Forsyth Memorial Hospital School of Nursing; Registered Nurse; Wilkes Community College

SIMPSON, HAROLD D. ..... Agricultural Technologies
B.S., Florence State College; M.A., Appalachian State University

SOUTH, LOU ELLA ..... Mathematics
B.S., Appalachian State University; Graduate Study, Appalachian State University

STURDIVANT, MARY ANN ..... English
A.B., Salem College; Candidate for M.A., Wake Forest University

TAYLOR, MARY W. ..... Business Technologies
B. S., Appalachian State University; Graduate Certificate, Western Kentucky University; M.S., University of North Carolina at Chapel Hill; Graduate Study, Winthrop College and Appalachian State University

THOMPSON, BOB C. ..... Vocational Counselor
B.A., Lincoln Memorial University; M.A., Appalachian State University; Graduate Study, North Carolina State University, University of Georgia and California State of Los Angeles

THOMPSON, HOWARD E. ..... President
Pre-Med., Pennsylvania State University; B.S., Springfield College; M.A., Ohio State University; Ph.D., University of North Carolina

TUGMAN, JEAN M. ..... Business Technologies
B.S. and M.A., Appalachian State University

VANCE, JAMES H. ..... Physics, Mathematics
B.S., Southern Louisiana University; M.S., University of Southeastern Louisiana

WHITTINGTON, NANCY W. ..... Health and Physical Education
B.S. and M.A., Appalachian State University

WHITTINGTON, THOMAS R. ..... Registrar
B.S. and M.A., Appalachian State University

WILES, JOHN I. ..... Radio and Television
First Class License, Radio and Telephone; USAF Radio Theory and Repair School; National Radio Institute; Marshall College; Pennsylvania State University; A.A.S., Wilkes Community College

WOOTEN, WAYNE E. ..... English, Humanities
B.A., St. Andrews Presbyterian College; M.A., Appalachian State University; Crozer Theological Seminary

PART-TIME FACULTY

ABSHER, LARRY R. ..... Engineering
B.S.C.E., North Carolina State University

ANDERSON, LOREE H. ..... Adult Basic Education
B.S., Winston-Salem Teachers College; M.A., A & T University

ANTHONY, GAYLE B. ..... Adult Basic Education
B.S., Appalachian State University

BARBER, CATHERINE H. ..... General Adult Education
Lincoln Heights High School

BARE, GLENN S. ..... General Adult Education
Wilkes Community College

BEASLEY, HAL B. ..... Construction Technology
Cleveland High School

BENNETT, Charlotte S. ..... Mathematics
B.A., Northwestern University; M.Ed. and Ph.D., University of North Carolina

BLACKBURN, RICHARD C. ..... Business Technology
B.S. and M.A., Appalachian State University

BOYD, JOHN L. ..... Law Enforcement Training
B.S., North Carolina State College

BUCHANAN, NANCY G. ..... General Adult Education
B.S., University of Georgia

BUMGARNER, CLAUDE L. ..... Business Technology
B.S. and M.A., Appalachian State University

CAUDILL, WILLIE S. ..... Automotive Mechanics
Sparta High School

CHURCH. W. CLAY ..... Business Technology
B.S., Appalachian State University

CHURCH, JAMES W. ..... Business Technology
B.S. and M.A., Appalachian State University

CULBERTSON, WILLIAM C. ..... Industrial Management Technology — B.S., Appalachian State University

CURRENT, RICHARD C. ..... Surveying
University of Virginia; Professional Surveyor

DANIEL, BILLY N. ..... Business Technology
B.S., Appalachian State University

DIXSON, MICHAEL P., SR. ..... Industrial Management Technology — B.S., North Carolina State University

ELLEDGE, JOHN S. ..... Adult Basic Education
A.A., Lees-McRae College; NSF, East Tennessee University; Institutes—Ohio State University and Duke University

ELLIOTT, CAROL H. ..... General Adult Education
Greensboro College

ELLIS, CHARLES E. ..... Industrial Management Technology
B.A., St. Andrews College; M.A., Appalachian State University

FAW, JUDY R. ..... General Adult Education
Keyston High School

GAMBILL, JOE A. ..... Business Technologies
A.B., North Carolina State University; J.D., University of North Carolina Law School

COGGIN, DAVID R. ..... General Adult Education
A.A., Hannibal-LaGrange College; B.A., Mississippi College

GRAGG, MALCOM C. ..... Business Technology
Western Carolina University

GRESHAM, AUBREY R. ..... General Adult Education
A.B., Catawba College

HARRIS, JAMES W. ..... Food Processing
B.S., North Carolina State University

HARRIS, KATHERINE I. ..... General Adult Education
Lincoln Heights High School

HASH, SARAH M. ..... Business Technology
B.S., Appalachian State University; Graduate Study, Columbia University and Appalachian State University

HENDERSON, SUE SIGMON ..... General Adult Education
Delooche School of Design; Hixon Master School of Design; Registered Nurse

HERMAN, FRANKLIN J. ..... Business Technology
B.A., Pfeiffer College; B.D., Duke University

HESTER, THOMAS A. III ..... Business Technology
B.S., Mississippi State University

HOOVER, JOHN R. ..... Fire Service Training
Clevenger Business College

JOHNSON, C. Garland ..... Business Technology
B.S., College of William and Mary

JOHNSON, LUTHER C. ..... Physical Education
B.S., Wake Forest University

KENNEDY, CAROL S. ..... Business Technology
B.S. and M.A., Appalachian State University

KEY, DONNA J. ..... General Adult Education
North Wilkes High School

KURTZ, M. D., ELAM S. ..... General Adult Education
B.S., Lebanon Valley; M.D., Western Reserve University

LEDBETTER, EDDIE H. ..... Adult Basic Education
B.S., Winston-Salem State College; A & T College; Columbia University of Pittsburgh, Pennsylvania State College

LEWIS, ROBERT E. ..... Industrial Management Technology
B.S., Appalachian State University

LEWIS LARRY G. ..... Mathematics
B.S., Appalachian State University

LYALLS, GARLAND C. ..... Adult Basic Education
B.S. and M.A., Appalachian State University

MERCK, ROY C. ..... General Adult Education
Kentucky State Teachers College; Metropolitan School of Art; Chicago Academy of Art

MILLER, C. GLENN ..... Industrial Management Technology
B.A. and M.A., Appalachian State University

MORROW, CHARLES E. ..... Food Processing
B.S., Western Carolina University

OWENBY, BURNETT C. ..... General Adult Education
B.A., Furman University

PARKS, DAVID JAMES ..... Agricultural Production
D.V.M., Oklahoma State University

RHUE, FLOYD A. ..... Industrial Management Technology
B.S., Appalachian State University

SATTERWHITE, HAROLD L. ..... Statics
B.S.C.E., North Carolina State University

SEBASTIAN, ROBERT K. ..... Welding
Wilkes Central High School; Certified Welder

SHEPHERD, DAVID E. ..... Driver Education
B.S., Appalachian State University

SHERRILL, CHARLES R. ..... Driver Education
B.S., Appalachian State University

SHUFORD, AGNES W. ..... General Adult Education
Gastonia School of Cosmetology; Registered Cosmetologist

SNIPES, ALTON M. ..... Taxation
C.P.A., University of State of New York

STAFFORD, FRANK C. ..... Basic Electricity
North Carolina State University
STERN, DAVID K. ..... Statics
B.S., East Tennessee State University
THARPE, FRANCES R. ..... General Adult Education
B.S., Appalachian State University
THARPE, OLEEN N. ..... General Adult Education
A.B., University of North Carolina
THOMAS, FLORENCE A. ..... Art
Skowhegan School of Painting
THORNBURG, JACK M. ..... General Adult Education
B.S., East Tennessee University; Graduate Study, Appalachian State University
TRIPLETTE, NANCY G. ..... General Adult Education
B.S., Appalachian State University
TRIPLETTE, ROBERT A. ..... Business Technology
B.S., Appalachian State University
WALKER, FRED H. ..... Adult Basic Education
B.S., High Point College
WALLACE, BETTY L. ..... General Adult Education
King's College
WILCOX, EDGAR W. ..... Business Technology
B.S., Appalachian State University
WILLIAMS, CARL C. ..... Industrial Management Technology
B.S., M.S. and M.A., Louisiana State University
WILLIAMS, DOUGLAS D. ..... Industrial Management Technology
B.S., U. S. Naval Academy
WILLIAMS, NORMAN O. ..... Industrial Management Technology
Industrial Engineer; B. I. School of Engineering; University of Tennessee; University of North Carolina; University of Georgia
WILSON, FRANK W. ..... Industrial Management Technology
B.A. and M.A., Appalachian State University
WOODIE, ZANE N. ..... Business Technology
B.S., Appalachian State University

GENERAL INFORMATION

Purpose

Wilkes Community College, in keeping with legislative action (General Statutes 115A) and policy decisions by the North Carolina Board of Education, has accepted as a mandate a specific role in the accomplishment of broad educational objectives found to be necessary for the common welfare of the people of the State, and specifically of the region which the College serves. Wilkes Community College is a comprehensive two-year institution offering programs of study in the two-year college transfer, the two-year technical, the one-year vocational trades, and a variety of educational programs of continuing education for adults.

The College is located about two miles west of Wilkesboro, N. C., on a beautiful 75-acre wooded campus. Its facilities consist of three ultra-modern, air-conditioned and electrically-heated buildings of white poured concrete construction which blend story-book fashion into the surrounding countryside.

Its major purposes are:

1. To provide two years of academic college credit courses for those students who desire to transfer to four-year or senior colleges or universities, and for those students for whom two years of general college studies will satisfy their educational needs.
2. To provide a variety of two-year programs in technical studies the successful completion of which will afford the student the greatest opportunity to enter an occupation.
3. To provide a variety of one-year vocational trade programs which may be three or four quarters in length, for those who desire to prepare themselves for entrance into new trades.
4. To provide a variety of programs and courses for those who desire to improve their competencies in their present occupations.
5. To provide a variety of programs and courses for those adults who desire personal fulfillment through continuing education.
6. To provide opportunities for those who desire to earn a high school diploma or equivalency certificate.
7. To provide industrial pre-service and in-service training at a level beyond that which the public schools can present.

Admissions

Wilkes Community College operates under an "Open Door" admissions policy for all applicants who are high school graduates or are at least eighteen years of age and whose regular public school class has graduated.

REQUIREMENTS

An applicant for the College Transfer programs (Associate in Arts or Associate in Science degrees) must be a high school graduate, or he must have been awarded a high school equivalency certificate.

An applicant for a Technical program (Associate in Applied Science degree) should be a high school graduate or possess a high school equivalency certificate. An applicant who has not completed high school or who does not possess a high school equivalency certificate may be admitted to a Technical program on a probationary status. Upon successful completion of the first ten credit hours of work attempted, the student may qualify for regular status.

The applicant for Vocational programs (Diploma) must be at least eighteen years of age or a high school graduate. A high school diploma is preferred but not required in any Vocational program.

Applicants for the Fundamental Learning Laboratory, adult classes, and extension classes must be at least eighteen years of age and his regular public school class must have graduated, or he must have the written consent of his county or city school superintendent.

Procedures

At the time of his first application for admission to WCC, each applicant must submit a form (secured from the Office of Student Personnel) properly executed:

Recent Photograph (attached to the application form).

Transcripts (credit program only): applicant must request that their high school or college transcript be sent to the Student Personnel Office.

Student Health Form: the applicant must submit this form to the Student Personnel Office.

Testing Program

All College Transfer and Technical applicants are required to take a placement test before enrolling in a program. The test results

are used in placing an applicant in Math, English, and Reading classes. A student transferring from another institution who has successfully completed a freshman English and Mathematics course will be exempt from the placement test.

Transfer Students

A student desiring to transfer to WCC must be able to meet the admission requirements in effect at the time of his application. He must request that transcripts from each institution attended be submitted directly to the Registrar of WCC. A minimum of thirty hours must be earned at WCC before a transfer student is eligible to graduate.

A visiting student is a student regularly enrolled at another college or university who is attending WCC to receive credit for transfer purposes. Visiting students must complete an application form, attach a photograph, and secure written approval of the institution in which he is enrolled as a regular student.

A student who has been admitted as a visiting student must follow the admission procedure required for a transfer student if he decides to attend WCC as a regular student.

Transfer Of Credit To Senior Institutions

Students taking courses at WCC should be able to transfer to a senior institution with junior status after completing two years of credit work (96 quarter hours and the Associate in Arts Degree or the Associate in Applied Science Degree in certain senior institutions).

A student expecting to transfer to a senior college is advised to examine carefully the current catalogue of the particular college he expects to enter and to follow as closely as possible the particular recommendations for program of study. Counselors and faculty members are prepared to advise students, but the final responsibility for elective course selection is left to the student.

Probation and Suspension

A degree student who falls below a 1.00 quality point average will be placed on academic probation for the next quarter of attendance, excluding summer school. During the probationary period the student must maintain a 2.00 quality point average on all work attempted or be suspended from the degree programs for one quarter (excluding summer school.)

After a degree student attempts 45 quarter hours and does not have a 1.50 quality point average, he will automatically be suspended

for the next quarter (excluding summer school) from the degree programs.

Students who have been suspended for academic deficiences should submit to the Registrar a written request for readmission. This request will be referred to the Admissions Committee for disposition. Students who are twice suspended will not be eligible for readmission to degree programs.

With the approval of the Admissions Committee, a student who has been suspended or is on academic probation from another institution may be accepted at Wilkes Community College for one quarter. The student will be required to carry a minimum of fourteen (14) credit hours. If the student earns a 2.00 quality point average during his first quarter of enrollment he will be reconsidered by the Admissions Committee for removal of probation at Wilkes Community College. If the student does not earn a 2.00 quality point average, he will automatically be suspended from the degree programs.

A student has the right to appeal to the Admissions Committee on any academic probation or expulsion.

Tuition and Fees

Fees Payable Each Quarter

	College Transfer	Technical	Vocational
Tuition—Full-time	$42.00	$32.00	$32.00
Tuition—Part-time	$ 3.00/Qtr. Hr.	$ 2.50/Qtr. Hr.	$ 2.50/Qtr. Hr.

Fees for adult and extension classes will vary according to nature and cost of course, usually $3.00 per course plus $1.00 parking fee.

Activity Fee—$8.00 per quarter (excluding Summer Quarter)
- Athletic Fee
- Yearbook
- Newspaper
- Social Events

Parking Fee—$1.00 per quarter
Library Fee—$1.00 per year
Insurance Fee—$3.00 per year (Optional)

In case of breakage or damage due to gross negligence or maliciousness, a student will be expected to remunerate the institution. His grades will be withheld until proper payment is made.

Refund Policy

Tuition refund for students will not be made unless the student

is compelled to withdraw for unavoidable reasons. In such cases, two-thirds (2/3) of the student's tuition will be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for tuition of five dollars ($5.00) or less, except if a course or curricula fails to materialize, all the students' tuitions will be refunded.

Registration

All students are urged to register on the day designated. All late registrants will be charged an additional fee of $5.00. Students who enter after classes have begun are at a disadvantage and are responsible for all work prior to their entrance. No student will be allowed to register after the last day to "drop or add" a course as printed in the school calendar.

Financial Aid

Wilkes Community College believes that no person who has the ability and motivation should be deprived of a college education because of lack of funds. The College provide financial aid through scholarships, loans, grants, and student employment. All inquiries concerning student aid should be addressed to the Dean of Student Personnel, Wilkes Community College, Wilkesboro, North Carolina, unless otherwise designated. It is recommended that applications for financial aid, especially scholarships, be submitted by July 1 preceding fall enrollment in college.

Scholarships

W. F. Absher Memorial Scholarship
Ashe County Jaycees Scholarship
B. & R. Sheet Metal, Inc. Scholarship
Belk's Department Store of North Wilkesboro Scholarship
W. A. Brame, Sr. and W. A. Brame, Jr. Scholarship
Carolina Business Machines, Inc. Scholarship
Carolina Caribbean Corporation Scholarship
Zollie Cox Scholarship
E. E. Eller and Elizabeth McNeill Eller Scholarship
Delta Kappa Gamma Scholarship
Judge Robert M. Gambill Scholarship
Edd F. Gardner Scholarship
Glenn's Tastee Freeze Scholarship
Gerber Products Company Scholarship
Greene Brothers Furniture Company Scholarship
Holiday Inn Scholarship
Judge Johnson J. Hayes Scholarship

Henderson Flower Shop Scholarship
Albert L. Herring Memorial Scholarship
John Palmer Horton, Jr. Scholarship
John Franklin Idol Scholarship
Jefferson Rotary Club Scholarship
Jenkins Wholesale Supply Company Scholarship
Kiwanis Foundation Scholarship
Knights of Pythias Scholarship
Mr. and Mrs. Petro Kulynych Scholarship
Linville Foundation Scholarship
Lowe's Food Stores Scholarship
Lowe's Companies, Inc. Scholarship
James E. Martin Scholarship
Beulah Haynes Maury Scholarship
Maintenance Council of the N.C. Motor Carriers Association Scholarship
North Carolina National Bank Scholarship
North Wilkesboro Elks Lodge No. 1846 Scholarship
North Wilkesboro Junior Woman's Club Scholarship
North Wilkesboro Lions Club Scholarship
North Wilkesboro Rotary Club Scholarship
North Wilkesboro Savings & Loan Company Scholarship
The Northwestern Bank Scholarship
Lt. Col. and Mrs. James F. Payne Scholarship
Professional Construction Estimators Association of America, Inc. Scholarship
Reins-Sturdivant, Inc. Scholarship
Mrs. Fleurette Schmidt Memorial Scholarship
Sprague Electric Company Scholarship
Sturdivant Life Insurance Company Scholarship
Thomasville Furniture Industrial Foundation Scholarship
Charles Scott Thompson Memorial Scholarship
Travelers Protective Association Scholarship
Union Oil Company Scholarship
Veterans of Foreign Wars Post No. 1142 Scholarship
West Wilkes High School Faculty Scholarship
Dr. J. W. White Memorial Scholarship
Wilkes County Extension Homemakers Club Scholarship
Wilkes County Poultry Producers Association Scholarship
Wilkes Savings and Loan Association Scholarship
Yadkin Valley Dairy Cooperative, Inc. Scholarship

Student Loans

PROSPECTIVE TEACHERS SCHORARSHIP LOAN FUND. A State Scholarship Loan Fund is available for prospective teachers. For detailed information concerning the state loan and scholarship program, write to the Prospective Teacher Scholarship Loan Fund,

State Department of Public Instruction, Raleigh, North Carolina.

INSURED STUDENT LOANS. The College Foundation, Inc., administers insured Student Loans for North Carolina residents under the provisions of the Higher Education and National Vocational Acts of 1965.

JAMES E. AND MARY Z. BRYAN FOUNDATION STUDENT LOAN PLAN. Established by Mary Z. Bryan in 1953 as a memorial to her husband and administered by the College Foundation, Inc. North Carolina students may borrow up to $1,000 per year.

Additional information and applications may be secured from the Student Personnel Office.

Student Employment

COLLEGE WORK-STUDY PROGRAM. Work-Study opportunities are available to students, particularly students from low income families who are in need of the earnings from such employment to pursue a course of study.

Social Security Benefits and Students

Sons and daughters of retired, disabled, or deceased workers are eligible for social security benefits up to the age of twenty-two while they are in college, if they are unmarried, full-time students.

Payments of these benefits is not automatic. If a student is not yet eighteen and wants to continue receiving monthly benefits or if his benefits were stopped because he had reached the age of eighteen he should notify the Social Security Administration. Students should contact their local Social Security representative for further information.

Vocational Rehabilitation

By act of Congress, any physically handicapped student may be eligible for scholarship assistance under the provisions of Public Law 565. Application for this scholarship aid should be processed through the District Vocational Rehabilitation Office nearest the applicant. Inquiries may be directed to the Rehabilitation Office.

Veteran's Educational Assistance

The Veterans' Readjustment Benefits Act of 1966 provides educational assistance for veterans who served on active duty with the Armed Forces after January 21, 1955.

War Orphan's Educational Assistance Act of 1956 entitles a son or daughter of a veteran who died of a service-connected disability or who has a total disability per nent in nature arising from a ser-

vice-connected disability to receive benefits from the Veterans Administration.

The student initiates proceeding by contacting his local VA office. The Student Personnel Office is the clearing house on campus for veterans' affairs.

Student Personnel Services

Every aspect of student life at Wilkes Community College is a concern of the Office of Student Personnel. Through the numerous services available, all personnel within the division will conscientiously try to find ways for the individual student to express himself, meet his needs and give him a sense of belonging as a student at Wilkes Community College.

The Office of Student Personnel Services aggressively promotes, in conjunction with all levels of the college, the social growth, academic achievement, and emotional stability of Wilkes Community College students. Their services provide information, counseling, guidance, referral, and proper handling of disciplinary cases.

Counseling Services

The counseling staff is in operation for the benefit of all students.

The Service incorporates several areas of student life, the most important being actual personal conferences, in which a student has the opportunity to discuss personal, social, educational, or vocational problems with a professional counselor. Group counseling sessions are encouraged in cases where several students wish to talk over a similar problem.

Also included in the guidance program is the individual and small group testing administered upon request. Specific academic subject areas, problem check lists, and interest inventories are among the tests offered.

Occupational and educational information is on file in the counselors' offices and students are encouraged to use the pamphlets, books, brochures, and leaflets on hand.

Faculty Advisors

A faculty advisor is assigned to each student to assist in planning his program of study. During registration each quarter, the student must meet with his advisor for approval of courses.

Orientation

Each fall a Freshman Orientation Program serves to introduce the student to the collegiate environment. This program is designed to acquaint the student with the WCC policies, courses, philosophy, staff, and other students. Assemblies, open discussions, lecturers, and student handbooks help prepare the student for beginning studies at Wilkes Community College.

Housing

As a college primarily for commuting students, Wilkes Community College does not provide dormitory or other on-campus housing facilities. It is the responsibility of the individual student who requires housing to arrange his own accommodations. The Dean of Student Personnel Services will be happy to assist students in locating suitable accommodations.

Health Services

An examination by a physician is required of each full-time student prior to registration. Special health problems should be discussed with the counseling staff. Although Wilkes Community College does not have an infirmary or a nurse on duty, first aid for emergency cases is available in all buildings on campus. Cases which cannot be handled with first aid treatment will be referred to local physicians.

Student Records

All student records are held in confidence by the college. Placement credentials, transcripts, and other pertinent information will be made available only upon request of the student. A statement of release must be signed by the student before a transcript, a recommendation, or any other information can be sent to other colleges, employers, or other agencies. Requests for information forms are available in the Student Personnel Office.

Selective Service

Students enrolled full-time may secure Selective Service System deferment forms from the Office of Student Personnel.

Employment Placement

Assistance in locating employment is available to all WCC students and graduates. Qualified students are referred to employers contacting the Institutes and the school provides facilities for employers desiring on-campus interviews.

Students are also urged to utilize the services of the Employment

Security Commission which assists in job placement throughout the entire county.

Honors

The Dean's List is published each quarter during the academic year. A student must have a Quality Point Average of 3.0 or higher on a regular quarter's work of not less than 14 quarter hours with no incompletes and no grade less than a C.

Who's Who Among Students In American Junior Colleges

One of the most important honors a student of the college may attain is that of being named one of the selected group to be listed in a national volume known as "Who's Who Among Students in American Junior Colleges." It includes the names of students in all participating colleges in America who have been selected by their respective institution as nominees for this honor. Campus nominating committees are instructed to consider, in making their selection, the student's scholarship, his participation and leadership in academic and extracurricular activities, his citizenship and service to the school, and his promise of future usefulness.

Commencement Marshals

The rising sophomores who have maintained the highest scholastic averages during their freshman year are honored by being named Commencement Marshals. The Marshal who has the highest academic record is designated Chief Marshal.

Academic Regulations

Course Load

Students enrolled for 14 or more quarter hours of credit applicable to their major will be considered full-time students. Students desiring to carry more than 19 credit hours must obtain permission from the Registrar.

Auditing Courses

Students who wish to audit courses must register through normal channels. Auditors receive no credit but are encouraged to attend classes regularly and participate in class discussions. Auditors will be charge the same fee as students taking courses for credit. An audit cannot be changed to credit or credit to audit after the deadline for adding courses.

Adding and Dropping Courses

A student who finds it necessary to drop or to add a course must secure permission from the Student Personnel Office and complete the "Drop-Add" form.

For courses dropped within the drop-add period, no grade will be reported. For courses dropped after the drop-add period the grade of "WP" or "WF" will be reported according to the student's academic standing.

Withdrawal From the College

Students desiring to withdraw from the college must officially withdraw through the Student Personnel Office. Students failing to officially withdraw will receive a grade of F in all courses for the quarter and must re-apply through the Admissions Committee to re-enroll.

Attendance

All students are expected to be present and regular in attendance for all scheduled classes. The number of absences allowable to a student in any credit course is twice the number of credit hours for the course. For example a three credit hour course would allow a maximum of six absences for whatever the reason. Contact hours cannot be used. No credit grade is to be given by any instructor in cases where a student exceeds the absence limit.

Any exception to this must be recommended by the instructor and approved by the Dean of Instruction prior to issuing a grade for the course.

Grading System

At the end of each quarter the student will receive final grades based on the following system:

	Grade	Significance	Quality Points
93-100	A	Superior	4 per hour
85-92	B	Good	3 per hour
77-84	C	Average	2 per hour
70-76	D	Poor but Passing	1 per hour
	F	Failure	0
	I	Incomplete	0
	WP	Withdrawal Passing	0
	WF	Withdrawal Failing	0
	Y	Audit	0

An incomplete is given only under extenuating circumstances as determined by the instructor. Such a grade must be removed by the

end of the following quarter. If not removed within this time, the incomplete becomes a failure.

The "WP" and "WF" grade will be given when a course is dropped after the cut off date as printed in the school calendar. If a student is passing a course at the time the course is officially dropped the grade "WP" will be given and the credit hours attempted will not be used in compiling the Quality Point average. If the student is failing a course at the time the course is dropped the grade "WF" will be given and the credit hours attempted will be used in compiling the Quality Point average. The result of the "WF" would be the same as an "F" in the quality point average.

Student Classification

Degree Program

Freshman—a student who has earned fewer than 45 quarter hours.

Sophomore—a student who has earned 45 or more quarter hours.

Diploma Programs

All students enrolled in Vocational and one-year programs are classified as freshmen.

Student Conduct

Students will be expected to conduct themselves at all times as mature adults. Students who do not respect the rights and privileges and personal property of others and who fail to demonstrate a high regard for school facilities and property will be subject to dismissal.

The drinking of intoxicating beverages or use of illegal drugs at WCC will not be permitted. Any infraction of this regulation may subject the student to immediate dismissal from the college.

Requirements For Graduation

1. Attain a general average of C in all work attempted in degree programs.
2. Complete no less than 30 quarter hours at WCC.
3. Complete all courses specified for a program or degree.
4. Complete all financial obligations to WCC.
5. Pay Graduation Fee of $12.00 (Covers cost of cap and gown rental, Degree or Diploma).
6. Attend Commencement Exercises.

Learning Resources Center

The Learning Resources Center brings the total multimedia learning resources together. Components are the library, instructional media, learning laboratory, audio-visual equipment and production.

The different formats of man's knowledge require the Learning Resources Center to provide the services of collecting, organizing and disseminating the media. To assure the essential services there is a professional and supportive staff.

The Learning Resources Center is located in the northwest wing of Thompson Hall on two levels. The instructional media division, located on the first level, has media available to meet individual differences or to challenge the student beyond the classroom instruction. Media and instruction are provide for persons studying for the GED. There is a collection of disc recordings, cassettes, tapes, 16mm films, film loops, film-strips, and slides.

The second floor houses the printed media which includes 20,000 volumes of books, bound periodicals, microfilm and more than 300 current periodicals and newspapers. The library is in the process of building an extensive collection on local and area history including microfilm of Wilkes County documents, bound local newspapers dating from 1890, books written by local authors, and media concerning Northwest North Carolina. Professional education media are available to the college staff and public school personnel. The technical processing areas is on this level. Equipment that circulates is controlled through the library.

The Learning Resources Center has a seating capacity of 224 with study arrangements to meet individual and group needs. The arrangement includes cushioned chairs and tables, carrels, listening areas, group study divisions, and lounge furniture.

Through the students' usage, the Learning Resources Center evolves from a storer of multimedia to a mover of the media for enjoyment, enrichment, and instructional purposes.

Student Organizations and Activities

Student Government Association

The Wilkes Community College Student Government Association is the impartial mediator between the student and the administration. It approves charters for organizations and allocates funds for publications and student affairs. The association conducts hearings for student violations. It provides leadership in student affairs and in the development of programs for the betterment of the college.

Publications

YEARBOOK—

The yearbook, **The Cougar**, is a portrayal of the year's events both by picture and written word. It is compiled and edited by an appointed staff of students under the supervision of a faculty advisor.

NEWSPAPER—

The **"Cougar Cry"** is the school paper which is published monthly. It furnishes the students with current information on school happenings.

Circle K

Circle K is a service organization sponsored by the local Kiwanis Club for college men which develops future leaders and citizens whose philosophy is founded on freedom, initiative, the American and Canadian heritage, and unselfish service to others.

Keyettes

The Keyettes is an organization sponsored by the Circle K Club. Its purpose is to assist the Circle K in group projects on the campus and in the community. The main objects of the Keyette's is to encourage participation in group activities and to promote good fellowship and high scholarship.

Student National Education Association

The S.N.E.A. is the student branch of the National Education Association, the largest professional teacher organization in the world. The main goals of the Student National Education Association are to develop an interest in better education and in better professional methods and attitudes. It helps prepare more alert students today for better teachers tomorrow.

Phi Beta Lambda

Phi Beta Lambda is a national organization of college or university students enrolled in one or more business subjects. Its purpose is to improve scholarship and develop qualities that will enable young men and women to participate effectively in business, professional, and community life. Activities of WCC's Sigma Iota Chapter are designed for educational and social value.

Athletics and Intramural Activities

The College participates in intercollegiate basketball and golf. A number of intramural athletic competitions are organized under the

auspices of the Department of Physical Education. Additional activities will be added as needs develop, and finance and physical plant resources permit.

Cheerleaders

The purpose of the Cheerleaders of WCC is to promote school spirit, conduct pep rallies, support the team and to attend all games possible. Any full-time student with an overall "C" average is eligible to be a member of the cheerleaders upon tryout.

Veterans Club

Members must be veterans of at least six months active duty in the armed forces of the United States. Its purpose is to provide information for incoming veterans concerning VA benefits, assist them in finding living quarters, and to focus their efforts and opinions for the benefit of the college.

Administrative Services

The success of the educational programs of a college depends, in part, upon the adequacy of the administration of its business and financial operations. All financial transactions and fiscal plant management are carried out in the Office of Administrative Services.

Services which benefit students and staff directly or indirectly are many and diversified. Students will come in contact with the Business Office when paying tuition and fees as well as collecting from scholarships or state loans. The Administrative Services Area is responsible for providing a limited food source through vending machines; the College Bookstore with up-to-date texts and needed supplies at low cost.

Other services provided for all, of course, are good housekeeping (inside and out), maintenance and traffic control. These services are always noticed, especially if the service is not as it should be. Wilkes Community College takes pride in trying to keep the plant and campus immaculate.

The college solicits and expects the cooperation of each student, faculty member and staff member in making the area a more attractive institution in which to obtain an education. You will find more detailed information elsewhere in this catalog under "General Information."

Student Commons

The Student Commons, or the "student lounge" may be a more appropriate name, is the space provided for students and staff for the few minutes of leisure time one may have. Vending machines are also located here with tables and chairs for comfort.

It is expected by the Student Government Association and the administration, that students deposit trash and waste paper in the cans provided when finished eating. This leaves a nice clean table for the next one to use.

General Information

Class Rings

Students enrolled in any college program are eligible to purchase class rings. Dates the representative will be at WCC to take orders will be posted on the bulletin board.

Insurance

A low-cost accident and hospitalization insurance plan is available to students. The college recommends strongly that students purchase the insurance protection at the time of registration. Some programs, because of their nature, may require additional insurance. Information regarding the insurance plan is available in the business office.

Bookstore

The college maintains a bookstore on campus where students may purchase textbooks and college supplies. Hours for the operation of the bookstore are posted.

College Theatre

The College Theatre is a college-community activity which presents a series of productions on a year-round basis. Students taking part in active acting, directing, or technical roles are selected by audition and are registered for credit under appropriate course designations.

Identification Cards

Student identification cards are issued during registration. Students are required to present ID cards for admission to college activities, and before voting in student elections. The cost for the ID Card is $1.

Parking

Parking permits are purchased at the time of fall registration for the school year. For students enrolling after the fall quarter parking permits are issued at the time of registration.

Areas on the campus have been designated for parking. Students are required to use these areas. Under no circumstances are students to park in front of the main building. Cars improperly parked will be fined.

Telephone Services

Telephone calls will not be transmitted to students except in cases of extreme emergency. Pay telephones are available for students' use.

College Property

The property of the College must not be abused or moved from the place it belongs. Students who destroy or abuse the buildings or furnishings shall be permanently dismissed from the college. Students shall be held liable for the damage.

Waiver of Responsibility

The College is in no way responsible for the quality of work performed or damages sustained in such departments as automotive mechanics. Work in such departments is performed by students as a learning experience.

The College reserves the right to change, add to, or delete courses and to schedule courses at its discretion.

COLLEGE TRANSFER PROGRAMS

College Transfer Division

The College Transfer Division provides an opportunity for the community which it serves to experience a two year program of credit courses. These credits are transferable to senior institutions for those who wish to pursue further education, or will satisfy the requirements for the Associate Degrees awarded by the college.

The range of offerings is maintained as broad as necessary to meet the needs of its students. Departments of English, Humanities, Mathematics/Science, and Social Sciences are organized to develop innovative procedures, present course materials, and provide effective teaching which is related to the capabilities and objectives of the student and the college.

The course offerings are open to interested members of the community who wish to enrich their personal lives by keeping abreast of current ideas or by expanding their store of knowledge. Some classes meet in the evening, and others are planned for future development as the demand increases, with the expectation that an Associate Degree can be earned by those in full-time employment.

In cooperation with Superintendents of Schools in the area served by Wilkes Community College, a program approved for recertification for teachers is also offered during the Summer. For information for the current season, consult the office of Student Personnel.

Students who intend to transfer credit to a senior institution to complete a baccalaureate degree program should inform themselves of the requirements of the particular college to which they intend to apply. The counseling program at Wilkes Community College is competent and available to assist the student. Usually if a student completes the requirements for the Associate in Arts Degree there is little difficulty in transfering to a senior institution.

Wilkes Community College is authorized by the State of North Carolina to offer programs from the following:

PRE-BUSINESS ADMINISTRATION
PRE-BUSINESS EDUCATION
PRE-DENTAL
PRE-ENGINEERING
PRE-LAW
PRE-LIBERAL ARTS
PRE-MATHEMATICS
PRE-MEDICAL
PRE-NURSING
PRE-PUBLIC ADMINISTRATION
PRE-SCIENCE

PRE-TEACHING—ELEMENTARY
PRE-TEACHING—SECONDARY
PRE-VETERINARY MEDICINE

General Education Requirements For The Associate In Arts Degree

All students awarded the Associate in Arts Degree by Wilkes Community College must earn a minimum of 96 quarter hours of credit with an average grade of "C" or better. These ninety-six hours will include the following:

COURSE	CREDIT
English ENG 111, 112, 113 ENG 211, 212, 213	18
Humanities HUM 111, 112, 113	6
Mathematics* MAT 111, 112, or MAT 116, 117, 118 or MAT 211, 212, 213	6
Science BIO 111, 112, 113, or CHM 111, 112, 113, or PHS 111, 112, 113, or PHY 111, 112, 113	12
History HIS 111, 112, 113 HIS 211, 212	15
Physical Education	6
Electives	33

* The requirement can be met by any of these offerings. Admission is determined by preparation and placement tests.

By choice of electives, the student shapes his program to meet the requirements for his particular choice, and, with the help of his advisor and guidance counselor, selects those which will satisfy the institution to which he intends to transfer.

Among those which might be elected, the following are suggested in broad groupings.

		CREDIT HOURS
Pre-Business Administration	BUS 120, 121	10
Pre-Business Education	BUS 115	5
	BUS 214	4
	ECO 102, 104	10
	EDP 104	4
	or a typing program	
		—
		33
Pre-Dental	ENGLISH	3
Pre-Medical	MATHEMATICS	9
Pre-Nursing	SCIENCES	12
Pre-Veterinary	SOCIOLOGY	9
		—
		33
Pre-Engineering	ENGLISH	3
Pre-Mathematics	MATHEMATICS	12
Pre-Science	PSYCHOLOGY	3
	SCIENCE	12
	SOCIOLOGY	3
		—
		33
Pre-Law	ENGLISH	9
Pre-Public Administration	HUMANITIES	9
Pre-Teaching—Elementary or	POLITICAL SCIENCE	6
Secondary	SOC or LANGUAGE	9
Pre-Liberal Arts		—
		33

General Education Requirements For The Associate In Science Degree

Wilkes Community College is authorized to award the Associate in Science Degree to those who successfully complete the following curricula:

PRE-AGRICULTURE
PRE-FORESTRY
PRE-OPTOMETRY
PRE-PHARMACY
PRE-DENTAL
PRE-ENGINEERING
PRE-MATHEMATICS
PRE-MEICAL
PRE-SCIENCE
PRE-VETERINARY MEDICINE

If the student chooses to be a candidate for the Associate in Science Degree, the following requirements must be met instead of those listed for the Associate in Arts Degree:

COURSE	CREDIT HOURS
English	9
ENG 111, 112, 113	
Humanities	6
HUM 111, 112, 113	
Mathematics	18
MAT 116 is the lowest level acceptable to satisfy this requirement. Prior courses may be taken for elective credit.	
Science	24
History	9
HIS 111, 112, 113	
Physical Education	6
Electives	24
	96

Recommended electives for:

		CREDIT HOURS
Pre-Dental	English	3
Pre-Medical	Mathematics	6
Pre-Veterinarian	Sciences	12
	Sociology	3
		24
Pre-Engineering	Mathematics	9
Pre-Mathematics	Psychology	3
Pre-Science	Sciences	12
		24

OCCUPATIONAL EDUCATION PROGRAMS

Occupational Education Programs

Occupational Education Programs are specifically designed as terminal career courses of study, leading to the Associate in Applied Science degree. A most important contribution of Wilkes Community College is its continuing emphasis upon occupational education programs.

Traditional four-year collegiate programs are not suited for everyone. The commitment of Wilkes Community College is to provide the right kind of education for an individual; to provide the kind of education that meets needs and interests within the means to pay for it.

Critical manpower shortages exist within the service-area of the College as well as outside of its environs. Through intensive study in a specific occupational area, the student prepares himself for immediate employment. The needs of an individual as a student can be programmed to meet any exigency.

The demands for graduates of Occupational Education Programs far exceeds the number available. Graduates receive the necessary understanding and abilities to enjoy an attractive level of income.

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS OF STUDY

ACCOUNTING TECHNOLOGY
AGRICULTURAL BUSINESS TECHNOLOGY
BUILDING CONSTRUCTION TECHNOLOGY
BUSINESS ADMINISTRATION TECHNOLOGY
BUSINESS DATA PROCESSING TECHNOLOGY
DIESEL AND EQUIPMENT TECHNOLOGY
FOOD PROCESSING TECHNOLOGY
HOTEL-MOTEL MANAGEMENT TECHNOLOGY
INDUSTRIAL MANAGEMENT TECHNOLOGY
LANDSCAPE CONSTRUCTION TECHNOLOGY
POULTRY AND LIVESTOCK TECHNOLOGY
SECRETARIAL TECHNOLOGY—COURT REPORTING
SECRETARIAL TECHNOLOGY—EXECUTIVE
SECRETARIAL TECHNOLOGL—LEGAL
SECRETARIAL TECHNOLOGY—MEDICAL
WOOD UTILIZATION TECHNOLOGY

ACCOUNTING TECHNOLOGY

The Accounting Curriculum is designed to teach students the necessary accounting theories and skills for entry into the accounting profession. Objectives of this curriculum are to develop an under-

standing of the principles of organization and management in business operations, the fundamentals of accounting and analysis of financial statements, and effective communications for business.

The graduate of the Accounting Curriculum may qualify for various jobs in business and industry leading to any of the following accounting positions: accounting clerk, payroll clerk, accounting machine operator, auditor, and cost accountant. The duties and responsibilities of an accountant may include: recording transactions, rendering periodic reports, maintaining cost records, making special reports, completing tax returns, auditing the books, and advising management in areas of financial affairs.

FIRST QUARTER			Credit Hours
ENG	101	Grammar	3
BUS	101	Introduction to Business	3
BUS	102	Typewriting (or Elective)	3
MAT	110	Business Mathematics	3
EDP	104	Introduction to Data Processing Systems	4
			16

SECOND QUARTER			
ENG	102	Composition	3
BUS	115	Business Law	5
BUS	120	Accounting	5
		Elective	3
			16

THIRD QUARTER			
ENG	103	Report Writing	3
BUS	110	Office Machines	3
BUS	121	Accounting	5
BUS	123	Business Finance	5
			16

FOURTH QUARTER			
ENG	204	Oral Communications	3
BUS	222	Accounting	5
BUS	235	Principles of Management	5
ECO	102	Economics	5
			18

FIFTH QUARTER			Credit Hours
ENG	206	Business Communications	3
BUS	223	Accounting	5
BUS	229	Taxes	4
ECO	104	Economics	5
			17

SIXTH QUARTER			
BUS	225	Cost Accounting	4
BUS	269	Auditing	4
PSY	206	Psychology	3
		Elective	6
			17

AGRICULTURAL BUSINESS TECHNOLOGY

Objectives of this curriculum are to develop in the student an understanding of the principles of organization and management in agricultural businesses and industries; and understanding of the application of the principles of business management to agricultural production and of the abilities essential to the management of an efficient well-organized farming operation; an understanding of the basic principles of our economic system, marketing, credit, price concepts, governmental policies, and programs relating to agriculture; and an understanding of the agricultural sciences most essential to the production and marketing of agricultural products.

A graduate of this curriculum should qualify for various jobs in agricultural business and industry—salesman or store manager in farm supply stores; agricultural field serviceman; salesman, demonstrator or plant manager of food and food companies; farm products inspector; salesman or office manager of farm products marketing firms; and farm manager.

FIRST QUARTER			Credit Hours
ENG	101	Grammar	3
BUS	101	Introduction to Business	3
MAT	110	Business mathematics	3
BIO	125	Animal Science	6
			15

SECOND QUARTER			Credit Hours
ENG	102	Composition	3
AGR	185	Soil Science	6
BUS	120	Accounting	5
EDP	104	Introduction to Data Processing	4
			18
THIRD QUARTER			
ENG	103	Report Writing	3
BUS	110	Office Machines	3
BUS	121	Accounting	5
BIO	170	Plant Science	6
			17
SUMMER QUARTER			
AGR	200	Internship	3
FOURTH QUARTER			
ENG	204	Oral Communication	3
BUS	235	Principles of Management	5
MEC	214	Farm Machinery	3
ECO	102	Economics	5
			16
FIFTH QUARTER			
AGR	205	Agricultural Marketing	6
SOC	207	Rural Sociology	3
BUS	243	Marketing Promotion	5
		Elective	3
			17
SIXTH QUARTER			
AGR	228	Livestock Diseases & Parasites	4
PSY	206	Applied Psychology	3
AGR	201	Agricultural Chemicals	6
BUS	123	Business Finance	5
			18

DIESEL AND EQUIPMENT TECHNOLOGY

The Diesel and Equipment Technology is designed to help the student acquire the basic understanding and knowledge needed to become a skilled technician who understands the complexities of the in-

ternal combusion engine, multi-speed transmissions, hydraulic system, diesel fuel injection system and many other essential components.

Related subjects in Math, Physics, Drafting, Sales Development, Social Science and many others are included to give the student a broad practical educational base.

A variety of interesting, challenging career opportunities is offered by the Trucking Industry and Farm Equipment Dealers.

The rapidly expanding trucking industry and widespread use of modern machinery has created employment opportunities in maintenance of trucks and agricultural equipment, sales, service, finance, distribution, and many supervisory positions in the parts, service, and sales department.

FIRST QUARTER			Credit Hours
ENG	101	Grammar	3
MAT	101	Technical Mathematics	5
MEC	111	Internal Combustion Engines I	4
WLD	119	Techniques of Welding	3
DFT	110	Schematics and Diagrams	1
			16

SECOND QUARTER			
ENG	102	Composition	3
PHY	103	Physics: Electricity	4
MEC	112	Internal Combustion Engines II	4
MEC	115	Hydraulic Systems	3
MEC	114	Electrical and Fuel Systems	4
			18

THIRD QUARTER			
ENG	103	Report Writing	3
PHY	102	Physics: Work, Energy, Power	4
MEC	113	Internal Combustion Engines III	4
MEC	116	Applied Hydraulics	3
MEC	118	Small Engines	3
			17

SUMMER QUARTER			
AGR	200	Agricultural Equipment Internship	3

FOURTH QUARTER

WLD	120	Tech. of Welding II	3
ENG	204	Oral Communication	3
MEC	214	Farm Machinery	3
MEC	211	Diesel I	4
MEC	210	Machines Operation	3
			16

FIFTH QUARTER

MEC	221	Chassis Suspension and Power Syetems	7
MEC	212	Diesels II	5
SOC	207	Rural Sociology (or Social Science Elective)	3
			15

SIXTH QUARTER

BUS	113	Small Business Operations	3
PSY	206	Applied Psychology	3
MEC	215	Diesels III	4
AHR	2^3	Air Conditioning	4
MEC	220	Parts & Service Mgt.	3
			17

BUILDING CONSTRUCTION TECHNOLOGY

The building trades compose the largest group of skilled workers in the United States. Altogether there are over 2.5 million such craftsmen employed with critical shortages projected in supervisory and carpentry-masonry skills. This curriculum is designed to provide basic training for young men interested in a career in the construction industry.

FIRST QUARTER			Credit Hours
MAT	119	Construction Mathematics I	3
CON	104	Applied Mechanics I	4
CON	101	Construction I	5
DFT	118	Blueprint Reading	3
			15

SECOND QUARTER

ENG	100	Construction Terminology	3
CON	105	Applied Mechanics II	4
CON	102	Construction II	5
DFT	120	Architectural Drafting I	4
			16

THIRD QUARTER

ENG	102	Composition	3
CON	103	Construction III	5
MAT	120	Construction Mathematics II	5
DFT	121	Architectural Drafting II	4
			17

SUMMER QUARTER

CON	200	Construction Internship	3

FOURTH QUARTER

ENG	103	Report Writing	3
CON	201	Construction IV	5
CON	204	Construction Surveying	5
CON	205	Construction Documents	3
			16

FIFTH QUARTER

ENG	204	Oral Communications	3
CON	206	Construction Planning & Estimating I	5
CON	209	Soil and Foundations	4
CON	202	Construction V	5
			17

SIXTH QUARTER

BUS	272	Principles of Supervision	5
CON	207	Construction Planning & Estimating II	5
CON	203	Construction VI	5
PSY	101	Human Relations	3
			18

BUSINESS ADMINISTRATION TECHNOLOGY

The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in every phase of administrative work that might be encountered in the average business. Objectives of this curriculum are to develop an understanding of the principles of organization and management in business operations, effective communications for business, and human relations as they apply to the successful operations in the rapidly expanding business economy.

The graduates of the Business Administration Curriculum may enter a variety of careers from beginning sales person or office clerk

to manager trainee. The duties and responsibilities of this graduate may include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in businesses such as advertising, banking, credit, finance, retailing, wholesaling, travel industry, insurance, transportation, and communications.

			Credit Hours
FIRST QUARTER			
ENG	101	Grammar	3
BUS	101	Introduction to Business	3
BUS	102	Typewriting (or Bus 103)	3
MAT	110	Business Mathematics	3
EDP	104	Introduction to Data Processing Systems	4
			16
SECOND QUARTER			
ENG	102	Composition	3
BUS	115	Business Law	5
BUS	120	Accounting	5
		Elective	3
			16
THIRD QUARTER			
ENG	103	Report Writing	3
BUS	110	Office Machines	3
BUS	121	Accounting	5
BUS	123	Business Finance	5
			16
FOURTH QUARTER			
ENG	204	Oral Communications	3
BUS	235	Principles of Management	5
BUS	239	Principles of Marketing	5
ECO	102	Economics	5
			18
FIFTH QUARTER			
ENG	206	Business Communications	3
BUS	229	Taxes	4
BUS	243	Market Promotion	5
ECO	104	Economics	5
			17

SIXTH QUARTER

BUS	271	Office Management	3
BUS	272	Personnel Management & Supervision	5
PSY	206	Applied Psychology	3
		Elective	6
			17

BUSINESS DATA PROCESSING

The Business Data Processing Curriculum is designed to give the student functional competence in the application of data processing systems and experience in computer programming of business records and accounts, inventory, sales, and income and expenditures essential to business and to management decisions.

The business data processing specialist analyzes and defines systems requirements to develop a program of electronic data processing; conducts detailed analyses of systems requirements; and develop all levels of block diagrams and logical flow charts. He translates program details into coded instruction; establishes test data; and tests, refines, and revises programs and documents procedures. It is his job to ascertain if other combinations of instruction would achieve greater flexibility, better machine utilization, or more dependable results. He may prepare a complete set of operating instructions for use by a console operator; on occasion, he may operate the console in a processing program.

FIRST QUARTER			Credit Hours
ENG	101	Grammar	3
MAT	101	Technical Mathematics	5
EDP	101	Functional Wiring Principles	3
EDP	104	Introduction to Data Processing Systems	4
			15

SECOND QUARTER

ENG	102	Composition	3
EDP	107	Introduction to Fortran IV	3
BUS	120	Accounting	5
MAT	121	Numbering System & Boolean Algebra	5
			16

THIRD QUARTER

ENG	103	Report Writing	3
EDP	108	Introduction to Computer Systems	3
EDP	110	Business Programming I (RPG II)	4
BUS	121	Accounting	5
			15

FOURTH QUARTER

ENG	204	Oral Communications	3
EDP	207	Business Programming II (COBOL)	4
BUS	110	Office Machines	3
EDP	220	Assembly Language	4
		Elective (Social Science)	3
			17

FIFTH QUARTER

PSY	206	Applied Psychology	3
EDP	205	Linear Programming and Critical Path Method	4
EDP	208	Business Programming III (CoBOL)	4
MAT	214	Statistics	5
			16

SIXTH QUARTER

EDP	216	Research Project	4
BUS	225	Cost Accounting	4
BUS	272	Personnel Management & Supervision	5
EDP	202	Business Programming IV (PL/1)	4
			17

FOOD PROCESSING TECHNOLOGY

The Food Processing Curriculum is designed to give students an understanding of the principles, methods, techniques and skills which are essential for successful employment and advancement in the food processing industry.

Specific job opportunities in the food processing industries are found in production management, buying, processing management and supervision, quality control, sanitation, grading and inspection, equipment maintenance, sales and laboratory testing. Some of the employment opportunities in allied industries include sales and service representatives of companies manufacturing equipment and supplies for the food processing industries.

			Credit Hours
FIRST QUARTER			
ENG	101	Grammar	3
MAT	101	Technical Mathematics	5
FPR	101	Food Science I	4
CHM	110	Technical Chemistry	5
			17
SECOND QUARTER			
ENG	102	Composition	3
MAT	214	Statistics	5
FPR	102	Food Science II	4
FPR	111	Food Processing Chemistry I	5
			17
THIRD QUARTER			
ENG	103	Report Writing	3
PSY	206	Applied Psychology	3
FPR	112	Food Processing Chemistry II	5
BIO	174	General Microbiology	5
FPR	225	Food Plant Management	3
			19
SUMMER QUARTER			
FPR	200	Internship	3
FOURTH QUARTER			
ENG	204	Oral Communications	3
BIO	176	Microbiology of Foods I	5
FPR	103	Food Science III	4
FPR	218	Food Processing Poultry	5
			17
FIFTH QUARTER			
SOC	207	Rural Sociology (or Elective)	3
FPR	201	Food Processing Mechanics	5
FPR	216	Food Processing Meats	5
FPR	212	Food Processing—Dairy Products	5
			18
SIXTH QUARTER			
BIO	178	Microbiology of Foods II	5
FPR	208	Food Regulations and Control	4
FPR	214	Food Processing—Fruits & Vegetables	5
FPR	226	Quality Control	4
			18

HOTEL-MOTEL MANAGEMENT TECHNOLOGY

The Hotel and Motel Management Curriculum is a two-year program designed to develop students for work as supervisory and management personnel in motels, hotels, restaurants and clubs. Areas of study include front office management, accounting, sales promotion, food and beverage control, personnel management, food preparation and services. An internship program is also provided to enable the student to acquire experience under the direction of a qualified manager and college supervisor.

FIRST QUARTER			Credit Hours
ENG	101	Grammar	3
MAT	110	Business Mathematics	3
HMM	102	Introduction to Hotel-Motel Administration	3
HMM	103	Human Relations in the Hospitality Industry	3
ECO	102	Economics	5
			17

SECOND QUARTER			
ENG	102	Composition	3
HMM	104	Front Office Procedures	4
HMM	106	Food and Beverage Service	3
HMM	112	Seminar and Work Experience	3
BUS	120	Accounting	5
			18

THIRD QUARTER			
ENG	103	Report Writing	3
BUS	123	Business Finance	5
HMM	107	Hotel-Motel Accounting	4
HMM	108	Food Preparation	4
			16

SUMMER QUARTER			
HMM	213	Seminar and Work Experience	3

FOURTH QUARTER			
ENG	204	Oral Communications	3
HMM	208	Supervisory Housekeeping	3
BUS	235	Principles of Management	5
HMM	214	Seminar and Workshop Experience	3
HMM	216	Property Maintenance	3
			17

FIFTH QUARTER

BUS	243	Principles of Marketing Promotion	5
BUS	247	Business Insurance	3
HMM	209	Food & Beverage Purchasing	3
HMM	210	Hotel-Motel Management	3
BUS	115	Business Law	5
			19

SIXTH QUARTER

BUS	272	Personnel Management & Supervision	5
HMM	211	Food and Beverage Management and Service	4
HMM	215	Seminar Work Experience	3
PSY	206	Applied Psychology	3
HMM	105	Hotel-Motel Law	3
			18

INDUSTRIAL MANAGEMENT TECHNOLOGY

The Industrial Management Curriculum is designed to develop the individual's abilities in business and industrial management, psychology, production methods, and the general and social education that broadens one's perspective. This training should provide one with the opportunity to advance in an industrial occupation and to assume the responsibilities that go with supervisory and mid-management positions in industry.

The supervisor or foreman in industry coordinates the activities of workers. His duties may encompass interpreting of company policies to workers, planning production schedules and estimating man hour requirements for job completion, establishing or adjusting work procedures, analyzing and resolving work problems, and initiating or suggesting plans to motivate workers to achieve work goals.

FIRST QUARTER			Credit Hours
ENG	101	Grammar	3
MAT	101	Technical Mathematics	5
ECO	102	Economics	5
EDP	104	Introduction to Data Processing Systems	4
			17

SECOND QUARTER

ENG	102	Composition	3
ISC	231	Manufacturing Cycles	5
BUS	115	Business Law	5
BUS	235	Principles of Management	5
			18

THIRD QUARTER

ENG	103	Report Writing	3
BUS	110	Office Machines	3
BUS	123	Business Finance	5
ISC	102	Industrial Safety	3
ISC	203	Motion Study	4
			18

FOURTH QUARTER

ENG	204	Oral Communication	3
ISC	210	Job Analysis and Evaluation	4
ISC	213	Production Planning	4
BUS	239	Principles of Marketing	5
ISC	214	Seminar and Work Experience	3
			19

FIFTH QUARTER

ISC	202	Quality Control	4
ISC	209	Plant Layout	4
ECO	201	Labor Economics and Labor Relations	4
SOC	207	Rural Sociology	3
ISC	215	Seminar and Work Experience	3
			18

SIXTH QUARTER

BUS	272	Personnel Management and Supervision	5
ISC	204	Value Analysis	3
ISC	211	Work Measurement	4
PSY	206	Applied Psychology	3
ISC	216	Seminar and Work Experience	3
			18

LANDSCAPE CONSTRUCTION TECHNOLOGY

The Landscape Construction Curriculum is designed to help young men and women acquire knowledge, understandings, and skills in the

production, use, distribution, and maintenance of ornamental plant materials.

Among the numerous employment opportunities for which the graduates of this curriculum should qualify are nursery and greenhouse foreman, planting and maintenance supervisor, and golf course and park maintenance supervisor. The graduate should have developed abilities and understandings in the reproduction, planting, cultivation, and maintenance of a variety of ornamental plants that are essential for jobs in the Landscape Construction industry.

FIRST QUARTER			Credit Hours
ENG	101	Grammar	3
MAT	101	Technical Mathematics	5
CHM	110	Technical Chemistry	5
ECO	102	Economics	5
			18
SECOND QUARTER			
ENG	102	Composition	3
BUS	115	Business Law	5
AGR	185	Soil Science	6
LCT	151	Plant Materials I	4
			18
THIRD QUARTER			
ENG	103	Report Writing	3
LCT	154	Plant Materials II	4
BIO	170	Plant Science	6
		Elective	6
			19
SUMMER QUARTER			
LCT	200	Internship	3
FOURTH QUARTER			
ENG	204	Oral Communications	3
LCT	251	Landscape Design	4
LCT	253	Greenhouse Management	4
LCT	256	Nursery Management I	4
BIO	245	Entomology	3
			18

FIFTH QUARTER

BIO	165	Plant Pathology	4
LCT	155	Arboriculture	4
LCT	252	Landscape Gardening	4
LCT	257	Nursery Management II	4
SOC	207	Rural Sociology	3
			19

SIXTH QUARTER

LCT	258	Turf Practices	5
LCT	260	Lawn and Garden Equipment	3
LCT	262	Landscape Surveying	3
PSY	206	Applied Psychology	3
		Elective	3
			17

POULTRY AND LIVESTOCK TECHNOLOGY

The Poultry and Livestock Curriculum is designed to teach the student about producing, marketing, processing, and distributing livestock and poultry and their products according to the scientific principles essential to efficient and profitable operations. The student learns about the specializations of the livestock and poultry industry, including automation, materials, handling, manpower efficiency, production control and schedules, contractural arrangements and vertical and horizontal integration. He also gains an understanding of practical principles of our economic system. Governmental policies and programs pertaining to agricultural production and marketing are emphasized.

Occupational opportunities include such jobs as feed salesmen, equipment salesmen, field servicemen, flock or herd managers, feed mill managers, and buyers of poultry and livestock.

FIRST QUARTER			Credit Hours
ENG	101	Grammar	3
MAT	110	Business Mathematics	3
BIO	125	Animal Science	6
AGR	180	General Poultry Science I	4
			16

SECOND QUARTER

ENG	102	Composition	3
EDP	104	Introduction to Data Processing Systems	4
CHM	110	Technical Chemistry	5
AGR	185	Soil Science	6
			18

THIRD QUARTER

ENG	103	Report Writing	3
AGR	127	Animal Nutrition	6
AGR	181	General Poultry Science II	4
BIO	170	Plant Science	6
			19

SUMMER QUARTER

AGR	200	Internship	3

FOURTH QUARTER

ENG	204	Oral Communications	3
AGR	225	Dairy Production	4
BUS	235	Principles of Management	5
MEC	214	Farm Machinery	3
		Elective	3
			18

FIFTH QUARTER

AGR	205	Agricultural Marketing	6
AGR	227	Beef Production	4
SOC	207	Rural Sociology	3
ECO	102	Economics	5
			18

SIXTH QUARTER

AGR	201	Agricultural Chemicals	6
AGR	226	Swine Production	4
AGR	280	Poultry Health	4
PSY	206	Applied Psychology	3
			17

SECRETARIAL TECHNOLOGY-COURT REPORTING

The purpose of the Court Reporting Curriculum is to provide specialized training in the accepted procedures required by the profession, and to enable persons to become proficient soon after accepting employment. The curriculum is designed to offer students the necessary skills in typing, Stenograph machine shorthand, dictation, transcription, and terminology for employment as a court reporter and/or conference reporter.

The graduate of the Court Reporting Curriculum should find opportunity for immediate employment, rapid advancement, and a good income. The duties of a court reporter may consist of recording examinations, testimony, opinions, judge's charge to jury, judgment or sentence of court, and other proceedings in a court of law. The duties of a conference-conversation reporter may consist of recording proceedings of conferences, conventions, board meetings, and informal business or committee meetings. The graduate may be employed by a reporting firm, or work on a free-lance basis.

FIRST QUARTER			Credit Hours
ENG	101	Grammar	3
BUS	102	Typewriting	3
BUS	126	Machine Shorthand	7
MAT	110	Business Mathematics	3
			16

SECOND QUARTER			
ENG	102	Composition	3
BUS	103	Typewriting	3
BUS	120	Accounting	5
BUS	127	Machine Shorthand	7
			18

THIRD QUARTER			
ENG	103	Report Writing	3
BUS	104	Typewriting	3
BUS	183	Terminology and Vocabulary	3
BUS	128	Machine Shorthand	7
			16

FOURTH QUARTER

ENG	204	Oral Communications	3
ECO	102	Economics	5
BUS	202	Dictation and Transcription	4
BUS	251	Court Procedure	5
			17

FIFTH QUARTER

ENG	206	Business Communications	3
BUS	115	Business Law	5
BUS	203	Dictation and Transcription	4
BUS	214	Office Procedures	4
			16

SIXTH QUARTER

BUS	110	Office Machines	3
BUS	204	Dictation and Transcription	4
BUS	205	Advanced Typewriting	4
BUS	253	Court Reporting	5
PSY	206	Applied Psychology	3
			19

SECRETARIAL TECHNOLOGY-EXECUTIVE

The purpose of the Executive Secretary Curriculum is to provide students with training in the accepted procedures required by the business world. It is designed to give students the necessary secretarial training in typing, dictation, transcription, and terminology for employment. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, and reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with—meeting office callers, screening telephone calls, and assisting an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions and financial firms.

FIRST QUARTER			Credit Hours
ENG	101	Grammar	3
BUS	101	Introduction to Business	3
BUS	102	Typewriting	3
BUS	106	Shorthand	3
MAT	110	Business Mathematics	3
			15

SECOND QUARTER			
ENG	102	Composition	3
BUS	103	Typewriting	3
BUS	107	Shorthand	3
BUS	112	Filing	3
BUS	183	Terminology and Vocabulary	3
			15

THIRD QUARTER			
ENG	103	Report Writing	3
BUS	104	Typewriting	3
BUS	108	Shorthand	3
BUS	110	Office Machines I	3
BUS	120	Accounting	5
			17

FOURTH QUARTER			
ENG	204	Oral Communications	3
BUS	206	Dictation and Transcription (Executive)	4
BUS	211	Office Machines II	3
ECO	102	Economics	5
EDP	104	Introduction to Data Processing Systems	4
			19

FIFTH QUARTER			
ENG	206	Business Communications	3
BUS	115	Business Law	5
BUS	207	Dictation and Transcription (Executive)	4
BUS	214	Office Procedures	4
		Elective	3
			19

SIXTH QUARTER

BUS	205	Advanced Typewriting	4
BUS	208	Dictation and Transcription (Executive)	4
PSY	206	Applied Psychology	3
		Elective	6
			17

SECRETARIAL TECHNOLOGY-LEGAL

The purpose of the Legal Secretary Curriculum is to provide specialized training in the accepted procedures required by the legal profession. The curriculum is designed to give students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the legal profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The duties of a legal secretary may consist of taking dictation and transcribing letters, memoranda and reports; meeting office callers and screening telephone calls; filing; and scheduling appointments. Opportunities for employment exist in a variety of secretarial positions in the legal profession, such as in lawyers' offices and state and local government offices.

FIRST QUARTER			Credit Hours
ENG	101	Grammar	3
BUS	101	Introduction to Business	3
BUS	102	Typewriting	3
BUS	106	Shorthand	3
MAT	110	Business Mathematics	3
			15

SECOND QUARTER

ENG	102	Composition	3
BUS	103	Typewriting	3
BUS	107	Shorthand	3
BUS	112	Filing	3
BUS	120	Accounting	5
			17

THIRD QUARTER

ENG	103	Report Writing	3
BUS	104	Typewriting	3
BUS	108	Shorthand	3
BUS	110	Office Machines I	3
BUS	121	Accounting	5
			17

FOURTH QUARTER

ENG	204	Oral Communications	3
BUS	206	Dictation & Transcription (Legal)	4
BUS	211	Office Machines II	3
ECO	102	Economics	5
EDP	104	Introduction to Data Processing Systems	4
			19

FIFTH QUARTER

ENG	206	Business Communications	3
BUS	115	Business Law	5
BUS	207	Dictation and Transcription (Legal)	4
BUS	214	Office Procedures	4
			16

SIXTH QUARTER

BUS	205	Advanced Typewriting	4
BUS	208	Dictation & Transcription (Legal)	4
BUS	271	Office Management	3
PSY	206	Applied Psychology	3
		Elective	3
			17

SECRETARIAL TECHNOLOGY-MEDICAL

The purpose of the Medical Secretary Curriculum is to provide specialized training in the accepted procedures required by the medical profession. The curriculum is designed to provide students the necessary secretarial training in typing, dictation, transcription, and terminology for employment in the medical profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The duties of a medical secretary may consist of taking dictation and transcribing letters, memoranda and reports; meeting office call-

ers and screening telephone calls; filing; and scheduling appointments. The graduate may enter a secretarial position in a variety of offices such as physicians, private and public hospitals, federal and state health programs, and the drug and pharmaceutical industry.

FIRST QUARTER			Credit Hours
ENG	101	Grammar	3
BUS	101	Introduction to Business	3
BUS	102	Typewriting	3
BUS	106	Shorthand	3
MAT	110	Business Mathematics	3
			15

SECOND QUARTER			
ENG	102	Composition	3
BUS	103	Typewriting	3
BUS	107	Shorthand	3
BUS	112	Filing	3
BUS	120	Accounting	5
			17

THIRD QUARTER			
ENG	103	Report Writing	3
BUS	104	Typewriting	3
BUS	108	Shorthand	3
BUS	110	Office Machines I	3
BUS	121	Accounting	5
			17

FOURTH QUARTER			
ENG	204	Oral Communications	3
BUS	206	Dictation and Transcription (Medical)	4
BUS	211	Office Machines II	3
ECO	102	Economics	5
EDP	104	Introduction to Data Processing Systems	4
			19

FIFTH QUARTER

ENG	206	Business Communications	3
BUS	115	Business Law	5
BUS	207	Dictation and Transcription (Medical)	4
BUS	214	Office Procedures	4
		Elective	3
			19

SIXTH QUARTER

BUS	205	Advanced Typewriting	4
BUS	208	Dictation and Transcription (Medical)	4
BUS	271	Office Management	3
PSY	206	Applied Psychology	3
		Elective	3
			17

WOOD UTILIZATION TECHNOLOGY

The Wood Utilization Technology Curriculum is designed to prepare students for entry into the extremely important industry of lumber production and wood processing. The manufacture and distribution of lumber involves the consideration of such items as building materials, veneer, ties, posts, poles, chips, and other products of a wood conversion nature. This field has many aspects including such activities as tree marking and harvesting; log transporting to a collection point for grading, sorting, and description for the production of lumber; transporting to the sawmill for the steps of log breakdown, resawing, edging, trimming, rough grading, and stacking; air seasoning and kiln drying; and merchandising at the wholesale and retail levels.

Graduates of this curriculum should find numerous job opportunities with sawmill industries at the technical or mid-management levels from supervising the tree harvesting process to the various sawmill operations on to the merchandising of wood products.

FIRST QUARTER			Credit Hours
ENG	101	Grammar	3
MAT	101	Technical Mathematics	5
CHM	110	Technical Chemistry	5
ECO	102	Economics	5
			18

SECOND QUARTER

ENG	102	Composition	3
BUS	115	Business Law	5
AGR	185	Soil Science	6
WUT	131	Wood Anatomy and Identification	6
			20

THIRD QUARTER

ENG	103	Report Writing	3
BIO	170	Plant Science	6
WUT	135	Lumber Manufacturing and Properties	6
		Elective	3
			18

SUMMER QUARTER

WUT	200	Internship	3

FOURTH QUARTER

ENG	204	Oral Communications	3
PHY	101	Physics	4
EDP	104	Introduction to Data Processing Systems	4
WUT	231	Forest Products Other Than Lumber	6
			17

FIFTH QUARTER

WUT	233	Structures and Utilities	4
WUT	239	Wood Seasoning and Preservation	6
SOC	207	Rural Sociology	3
		Elective	3
			16

SIXTH QUARTER

MEC	242	Power Units	4
AGR	290	Soil Conservation	5
WUT	240	Secondary Wood Processing	6
PSY	206	Applied Psychology	3
			18

VOCATIONAL EDUCATION PROGRAMS

VOCATIONAL EDUCATION PROGRAMS

Vocational, or trade, courses of study are designed in the same manner as technical programs—to prepare students for immediate employment upon graduation. Vocational Programs lead to a diploma, and are one full year in length, with the exception of Masonry.

All programs at the College are in critical skill areas.

One Year Diploma Programs of Study

AUTOMOTIVE MECHANICS (POWER MECHANICS)

CARPENTRY/MASONRY

DRAFTING—BUILDING TRADES

PRACTICAL NURSE EDUCATION

RADIO/TELEVISION & ELECTRONICS SERVICE

TEACHER AIDE

AUTOMOTIVE MECHANICS (POWER MECHANICS)

The Automotive Mechanics Curriculum provides a training program for developing the basic knowledge and skills needed to inspect diagnose, repair, and adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussions, and shop practice.

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas, they also may service tractors and marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data.

FIRST QUARTER			Credit Hours
PME	1101	Internal Combustion Engines	7
MAT	1101	Fundamentals of Mathematics	5
ENG	1101	Reading Improvement	2
PHY	1101	Applied Science	4
			18

SECOND QUARTER			
PME	1102	Engine Electrical and Fuel Systems	9
ENG	1102	Communication Skills	3
DFT	1101	Schematics and Diagrams	1
PHY	1102	Power Mechanics Applied Science	4
			17

THIRD QUARTER			
PME	1122	Braking Systems	4
PME	1126	Automotive Chassis & Suspension Systems	6
PSY	1101	Human Relations	3
AHR	1101	Automotive Air Conditioning	3
WLD	1101	Basic Gas Welding	1
			17

FOURTH QUARTER			
PME	1124	Automotive Power Train Systems	6
PME	1125	Automotive Servicing	6
BUS	1103	Small Business Operations	3
			15

CARPENTRY/MASONRY

The Carpentry and Masonry Curriculum is designed to provide instruction in construction methods, characteristics of wood and masonry products, blueprint reading, and mathematics.

There are a variety of jobs—from form building to cabinetmaking—that involve the skillful use of carpenter's tools, mason's tools and materials and methods.

FIRST QUARTER			Credit Hours
MAT	1120	Construction Mathematics	3
CON	1041	Applied Mechanics I	4
CON	1101	Construction I	5
DFT	1118	Blueprint Reading	3
			15

SECOND QUARTER

ENG	1100	Construction Terminology	3
CON	1051	Applied Mechanics II	4
CON	1102	Construction II	5
DFT	1120	Architectural Drafting I	3
			15

THIRD QUARTER

CON	1103	Millwork and Bricklaying	11
CON	1105	Construction Estimating	4
PSY	1101	Human Relations	3
			18

FOURTH QUARTER

CON	1104	Finishing and General Masonry	11
CON	1106	Building Codes	2
BUS	1103	Small Business Operations	3
ENG	1103	Communication Skills	3
			19

DRAFTING-BUILDING TRADES

This curriculum is designed to teach individuals to prepare drawings for the building industry. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The draftsman associates with many levels of personnel-administrators, architects, engineers, skilled workmen—and must be able to communicate effectively with them.

The building trades draftsman performs the general duties of a draftsman and also specializes in organizing and making detail and working drawings of structures and mechanical equipment from preliminary sketches of the designer. He utilizes knowledge of various machines, engineering practices, mathematics, building materials, and physical sciences to complete the drawings.

FIRST QUARTER			Credit Hours
DFT	1121	Drafting I	7
MAT	1103	Geometry	3
ENG	1101	Reading Improvement	2
PHY	1101	Applied Science	4
			16

SECOND QUARTER

DFT	1122	Drafting II	5
DFT	1125	Descriptive Geometry	3
MAT	1102	Algebra	5
ENG	1102	Communication Skills	3
PHY	1102	Applied Science	4
			20

THIRD QUARTER

MAT	1104	Trigonometry	3
DFT	1141	Building Trades Drafting I	7
DFT	1143	Mechanical Equipment Building	3
DFT	1144	Building materials and Methods	3
PSY	1101	Human Relations	3
			19

FOURTH QUARTER

DFT	1142	Biulding Trades Drafting II	7
DFT	1145	Specifications and Contracts	3
CIV	1101	Surveying	3
BUS	1103	Small Business Operations	3
			16

PRACTICAL NURSE EDUCATION

The Practical Nursing Curriculum is designed to make available to qualified persons the opportunity to prepare for participation in care of patients of all ages, in various states of dependence, and with a variety of illness conditions. Throughout the program the student is expected to grow continuously in acquisition of knowledge and understanding related to nursing, the biological sciences, the social sciences, and in skills related to nursing practice, communications, interpersonal relations, and use of good judgement.

The licensed practical nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctor's and dentists' offices, and in some public health facilities. In all situations the LPN functions under supervision of the registered nurse and/or licensed physician. The supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowlege and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the program can prepare the individual.

			Credit Hours
FIRST QUARTER			
PNE	1101	Fundamentals of Practical Nursing	8
PNE	1101	Anatomy and Physiology	5
PNE	1103	Nutrition	3
PNE	1104	Growth & Development	3
PNE	1101	Vocational Adjustment I	2
MAT	1119	Math for Practical Nursing	2
ENG	1143	Effective Communications	2
			25
SECOND QUARTER			
PNE	1106	Medical-Surgical I	5
PNE	1107	Maternity Nursing I	2
PNE	1108	Pediatric Nursing I	3
PNE	1109	Clinical Experience I (Medical, Surgical, Obstetrical, or Pediatric)	7
			17
THIRD QUARTER			
PNE	1110	Medical-Surgical II	5
PNE	1111	Maternity Nursing II	3
PNE	1112	Pediatrics II	2
PNE	1113	Pharmacology	1
PNE	1114	Clinical Experience II (Medical, Surgical, Obstetrical, or Pediatric)	7
			18
FOURTH QUARTER			
PNE	1115	Medical-Surgical Nursing III	11
PNE	1116	Vocational Adjustments II	2
PNE	1117	Clinical Experience III (Medical, Surgical, Obstetrical, or Pediatric)	7
			20

RADIO/TELEVISION AND ELECTRONIC SERVICING

This curriculum is designed to provide the basic knowledge and skills involved in the installation, maintenance, and servicing of radios, televisions, and sound amplifier systems. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

A radio and television serviceman may be required to install,

maintain, and service amplitude modulated and frequency modulated home and auto radios; transistorized radios; monochrome and color television sets; intercommunication, public address, and paging systems; high fidelity and sterophonic amplifiers; record players and tape recorders. His work will require meeting the public, both in the repair shop and on service calls. A serviceman who establishes his own business will also need to know how to maintain business records and inventory.

FIRST QUARTER			Credit Hours
MAT	1115	Electrical Mathematics	5
ENG	1101	Reading Skills	2
ELN	1112	A.C. and D.C. Fundamentals	11
			18
SECOND QUARTER			
MAT	1116	Electrical Mathematics	5
ENG	1102	Communications Skills	3
ELN	1131	Vacuum Tube & Semi-Conductor Fundamentals	6
ELN	1123	Amplifier Systems	4
			18
THIRD QUARTER			
ELN	1127	Radio and Television Circuits	14
PSY	1101	Human Relations	3
			17
FOURTH QUARTER			
ELN	1128	Color Television	9
ELN	1129	Repair and Servicing Techniques	5
BUS	1103	Small Business Operations	3
			17

TEACHER AIDE

This program is designed to prepare the student for work in assisting the professional teacher, freeing the latter for teaching duties. The student will receive extensive training for duties assigned to aides—audiovisual aids, typing, reading techniques, as well as other enrichment courses.

The graduate will be prepared to use a variety of visual aides, to make transparencies and stencils, to assist with physical education

programs, to construct bulletin boards, and in general to help teachers in the performance of classroom duties.

FIRST QUARTER			Credit Hours
EDU	101	The Role of the Teacher Aide	3
EDU	111	Instructional Materials I	3
BUS	102	Typewriting (or Bus 103)	3
ENG	101	Grammar	3
MAT	107	Introductory Mathematics	3
			15

SECOND QUARTER			
EDU	102	The School	3
EDU	112	Instructional Materials II	3
BUS	110	Office Machines	3
ENG	102	Composition	3
MAT	110	Business Mathematics	3
			15

THIRD QUARTER			
SOC	103	The Community	3
EDU	114	Audiovisual Instruction	3
EDU	121	Library Materials and Resources	3
ENG	103	Report Writing	3
MAT	106	Modern Mathematics	3
			15

FOURTH QUARTER			
PSY	106	Applied Educational Psychology	3
ENG	204	Oral Communications	3
EDU	131	School Records and Reports	3
EDU	151	Creative Activities	3
		Elective	3
			15

CONTINUING EDUCATION PROGRAMS AND COMMUNITY SERVICES

Continuing Education and Community Service

Wilkes Community College is committed to the continuing education of all its citizens. To fulfill a large measure of its commitment, the college offers a variety of courses, institutes, conferences, clinics, demonstrations, forums, workshops, concerts, exhibits, and other community educational services—all relating to and designed specifically to meet adult educational needs and interests.

Through the Continuing Education and Community Service Programs students find opportunities to retain position or up-grade their employment status, develop leadership and civic responsibility, grow in basic knowledge and understanding of their society, improve home and community life, expand knowledge in general education, and develop creativity in art and science.

GENERAL INFORMATION

Continuing Education and Community Service Programs are offered when there is community need and interest. Some courses and services, because of great demand, are offered on a regular, continuing basis. Other courses and services may be initiated by requests from individuals and groups. Wilkes Community College cooperates with public and private groups and agencies including public schools, governmental agencies, civic clubs, public libraries, senior colleges, and industries in providing educational services for greater numbers of people.

CLASS LOCATIONS

Many adult education courses and services are provided on the college campus. Other courses and services are provided in extension centers in the various communities of Wilkes, Ashe, and Alleghany Counties. Extension centers include school buildings, community buildings, churches, industrial buildings, and other approved facilities. New extension courses may be established whenever fifteen or more adults request a given course.

ADMISSION AND REGISTRATION

Any person eighteen years of age, or anyone not yet eighteen who has completed high school may be admitted to a continuing education class. In extenuating circumstances and upon the approval of the appropriate public school superintendent, a person under eighteen years of age may be admitted to a continuing education class. Prior to the beginning of each quarter a course schedule is published and made available to potential students upon request. Courses which

begin between quarters are announced through local news media. Adults are encouraged to register on the day designated on the college calendar, but additional students may register during the first class meeting.

FEES

Fees vary with the type of adult education program provided. Some programs such as Adult Basic Education are supported primarily from federal funds and are free of student fees. Other programs, such as Business Education, are partially self-supporting and are paid for through student fees. When such fees are necessary, they are announced in the course schedule and are payable to the college business office before the first class session. Books and supplies are the responsibility of the student and may be purchased from the college bookstore.

ATTENDANCE

Regular attendance and participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance. A minimum attendance of 80 per cent is required to receive the adult diploma and/or certificate.

PROGRAMS

Continuing Education Programs are offered in five major areas: Developmental Studies, Occupational Extension, General Adult Prosgram, Senior Citizens' Program, and Community Services. The Instructional Media Center or Learning Laboratory makes an important contribution to each adult education program area and to many other programs offered by Wilkes Community College.

DEVELOPMENTAL STUDIES PROGRAM

The Developmental Studies Program includes courses in Adult Basic Education and Adult High School Education.

ADULT BASIC EDUCATION

Adult Basic Education is especially designed to help adults improve their basic skills in reading, writing, speaking, arithmetic, science, and social studies. Courses are offered at two levels.

Level One: Non-readers through grade four; basic reading, writing, and arithmetic.

Level Two: Grade five through grade eight; reading improvement, English expression, arithmetic, geography, and social studies.

ADULT HIGH SCHOOL EDUCATION

The Instructional Media Center or Learning Laboratory is an important adjunct to the total college instructional program. In the center are numerous programs in English and reading, mathematics, science, business, social studies, and foreign language. Programs begin at the adult basic level and extend through the college level. Students may study for the adult high school certificate, G.E.D., remedy an academic weakness before entering college, supplement a course presently being completed, or study a particular course of personal interest. Since the center is open day and evening for student use, a person may plan to study several hours each week at times most convenient to him.

OCCUPATIONAL EXTENSION

BUILDING TRADES

Basic Blueprint Reading **33 hours**

Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches.

Advanced Blueprint Reading **33 hours**

Designed to develop abilities in reading complex drawings in the masonry field. Blueprints of residential and commercial buildings will be studied with emphasis on the plot plan, floor plan, basement and/or foundation plan, walls and various detailed drawings of masonry work.

Small Appliance Servicing and Repair **66 hours**

A study of small appliance service and repair, including basic electricity as it applies to small appliance controls and operation. Toasters, fans, vacuum cleaners, electric irons, mixers, and blenders.

Small Engine Repair **33 hours**

This course includes the theory and fundamentals of gasoline engine operation. Actual practice in servicing and repairing engines will enable the student to minimize engine problems and correct existing ones. Two-stroke-cycle and four-stroke-cycle principles are studied.

Woodworking **30 hours**

This course is intended for the student wishing to extend his knowledge of woodworking by studying the use of hand tools and wood-working machines. Fundamental operations and procedures for making joints, types and methods of construction, how to adjust, sharpen, and maintain wood-working tools and machines used on the job are studied.

HOSPITALITY TRAINING

(School Food Service)

Nutrition and Menu Planning **60 hours**

On in-depth study of the role in nutrition of proteins, fats, carbohydrates, vitamins and minerals; factors in developing good food habits; dietary needs of youth, and advanced work in planning and evaluating menus. The course is open to anyone although it is primarily for school lunchroom personnel.

Overview of School Food Service **60 hours**

For public school lunchroom personnel. This basic orientation course presents the history of school feeding, characteristics of a good program, personnel and human relations, nutrition and menu planning, organization and management, purchasing, storing, preparation and serving of food, sanitation and safety.

Quantity Food Production Management **30 hours**

A course for school food-service personnel with experience in methods of quantity food preparation which retain nutritive values; use of standard recipes; use of weights and measures; use and care of equipment; timing, selection, preparation and service of foods for the school lunch.

Use and Care of Equipment **60 hours**

A course for school food-service personnel on general care, safety, and use of equipment; specific use and care of large and small pieces of food service equipment; inventory and maintenance records. It is one of the courses required for certification of lunchroom employees.

Other hospitality courses which may be offered if there is demand are:

Food Service Selling
Food and Beverage Purchasing
Introduction to Hotel-Motel Management
Hotel-Motel Accounting

Communications
Human Relations
Maid Training
Travel Information

OFFICE OCCUPATIONS

Shorthand I **55 hours**

An introductory course in the principles of Gregg Shorthand. Includes a mastery of brief forms and phrases, development of reading and writing shorthand, and simple new matter dictation.

Shorthand II **55 hours**

Continued vocabulary and speed development in Gregg Shorthand. Concentration on reading and writing practice while reviewing Gregg Shorthand Theory.

Small Business Management **30 hours**

Provides a starting point for the small businessman who wants to improve his financial-management skills. Treats in a down-to-earth fashion, production and marketing, purchasing and collections, financial management and management systems, accounting and taxation, and insurance and legal problems. Designed to assist the chief executive of the small firm to translate the ideas presented into decisions and actions.

Typewriting I **55 hours**

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the key board, simple business correspondence, tabulation and manuscripts. The average student should attain a speed of approximately 30 words per minute.

Typewriting II **55 hours**

Development of speed and accuracy in typewriting with further mastery of the correct typewriting techniques. Special areas of emphasis include the typing of business letters, special communication forms, technical papers and business reports, tabulated reports, job applications and employment tests. Students should attain a speed of 40 words per minute.

PUBLIC SERVICE TRAINING

Introduction to Firefighting

An introduction to fire fighting for professional and volunteer firefighting personnel. It includes introduction to fire service, forcible entry, portable fire extinguishers, rope practices, fire apparatus

practices, fire stream and hose practices, ventilation, ladder, salvage and overhaul practices, rescue, protective breathing, and firefighting procedures. A special course consisting of 6 to 15 hours on each of these topics is available for fire departments desiring it.

LAW ENFORCEMENT

Accident Investigation **39 hours**

The course covers the various laws of physics as they apply to traffic accidents, determining speed from skid marks, making measurements and collision diagrams, preparing accident reports, identifying and interviewing witnesses, making charges, and preparing cases for court.

Criminal Investigation **36 hours**

This course introduces the student to fundamentals of investigation; crime scene search; recording, collection and preservation of evidence; sources of information; interview and interrogation; case preparation and court presentation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery and homocide.

Elements of Criminal Offense **24 hours**

The course covers use of legal and research materials, general principles of criminal law, crimes against the person, crimes against property, crimes against public morality and decency; crimes against the state and public justice; crimes against the public peace and safety; and general police regulations.

Firearms Training **8 hours**

Detailed instruction in the use of firearms. Various aspects of ballistics. Each student is required to successfully complete the F.B.I. pistol course.

Laws of Arrest, Search, and Seizure **24 hours**

Course covers arrest with or without a warrant, use of force, escape and rearrest, rights and duties after arrest, jurisdiction of officers, search with and without a search warrant, and illegally obtained evidence.

Other Law Enforcement course which may be offered include:

Courts and Law
Narcotics Investigation
Motor Vehicle Laws
Court Structure and Procedures
Juveniles and Law
Police Administration
Human and Public Relations

RELATED APPRENTICE PROGRAMS

Electrical Trades **33 hours**

A study of the electrical structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. An analysis of simple current circuits by Ohm's Law and a study of the terms of electrical energy that apply to work and power. To acquaint the student with conductors and insulators, wire sizes, voltage drop, types of conduit, fuse rating and current protection, safety and first aid. The apprentice is introduced to the definitions and fundamental rules covered by the National Electric Code.

SUPERVISORY DEVELOPMENT TRAINING

Art of Motivating People **22 hours**

A course designed to show the importance of motivation of people in achieving more effective production. A further value derived from this course is to provide self-evaluation for those attempting to stimulate others.

Economics in Business and Industry **22 hours**

Topices covered in this course include discussion of the following: Explanation of management philosophy, such as profit motive, the free enterprise system, law of supply and demand and of wages and productivity.

Effective Communications **22 hours**

This course will emphasize clear and forceful oral and written communications, barriers that empede flow of smooth communications, and development of an effective communication system within an organization.

Basic Human Relations **33 hours**

This course provides an opportunity, through group process, lecture, and visiting speakers, for the student to experience personal growth and development so that he will feel more competent as a person and thereby do a better job. Students must be willing to explore feelings and ideas and try out new behavior in the controlled environment of the classroom.

Instructor Training **18 hours**

To provide the future tradesman-instructor with an approved method of instruction which will enable him to teach others and thus build a corps of qualified, trained instructors for occupations in the adult training field.

Principles of Supervision **44 hours**

The principles of organization and management are discussed in depth in this course. Practical approaches to business needs of planning, directing, organizing, coordinating and controlling are stressed. Students explore in detail the supervisor's responsibility for differentiating jobs, delegating authority, planning, decision-making, and improving his personal efficiency.

Other supervisory courses which may be offered if there is demand:

Conference Leadership
Cost Accounting for the Supervisor
Creative Thinking
Effective Speaking
Effective Writing
Industrial First Aid
Industrial Safety and Accident Prevention
Job Analysis Training
Job Methods
Pre-Supervisory Development Training
Reading Improvement
Work Measurement

OTHER OCCUPATIONAL EXTENSION

Air Conditioning and Refrigeration **84 hours**

This course deals with essential terminology, laws of refrigeration, physical and chemical effects, materials and tools. The compression system, compressor construction, refrigerants, controls, and uses are major topics. Required city codes will be explained. Considerable time will be spent in practice.

Automotive Body Repair **30 hours**

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown and forming of steel into the complex contour of present-day vehicles. The student applies the basic principles of straightening, aligning, and painting the damaged areas.

Automotive Mechanics **33 hours**

This course is designed primarily for inmates from the local Department of Correction. It deals with many facets of automotive servicing including construction and operation of internal combustion engine, electrical and fuel systems, braking systems, power trains and chassis and suspension systems. Being a practical course, most of the time is spent in the shop.

Automotive Testing Equipment **32 hours**

For those desiring to develop an understanding of the fundamentals of electricity and its application to the automotive engine. The course includes the study of batteries, ignition circuits, cranking motor service, and generator and/or alternator service. Testing includes the use of simple test devices as well as the latest in electrical test equipment. Emphasis is placed on logical sequence of steps in testing and diagnosing malfunctions.

Conservation of Natural Resources **48 hours**

A course designed for elementary and high school teachers desirous of knowing more about conservation and, at the same time, earning recertification credit. Emphasis is placed on terminology, agencies, and effective teaching methods. Each unit is taught by a specialist in a particular field and field trips and individual projects complement the classroom work.

Lettering and Sign Painting **45 hours**

This course will help the student develop the skill for sign lettering. Selection and care of brushes is stressed. Basic lettering, spacing of letters, letter strokes, types and styles of letters, brush control, designing sign layouts, and mixing of colors are basic parts of the course.

Machine Shorthand **42 hours**

This course provides basic training in the accepted procedures of court reporter and/or conference reporter. Proficiency in, and an understanding of, the necessary skills of typing, stenograph machine shorthand, dictation, transcription, and terminology are stressed.

Photography I **33 hours**

For beginners who are interested in the fundamentals of photography. Students will be able to improve their picture taking. This course includes the study of camera principles, light and exposure, films, filters, and flash bulbs as they are applied to the practice of solving everyday picture-taking problems.

Photography II **33 hours**

For the advanced student. Composition, time exposure methods, correction, developing, etc. are discussed in detail. Photography is considered as an art form.

Basic Arc Welding **20 hours**

A study of the operation of AC transformer and DC motor generator arc welding sets. Studies are made of welding heats, polarities

and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested so that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course.

Advanced Welding **30 hours**

A continuation of basic welding with more time spent in practice and more difficult practices introduced. Hard-facing, welding unlike metals, methods of metal identification and use of the carbon arc torch are some of the areas covered in this course. Usually each student completes an individual project during the course.

Oxyacetylene Welding **30 hours**

An introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment and assembly of units are the major topics of this course. Weld procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical, and overhead positions, brazing and hard and soft soldering are studied. Safety procedures in the use of tool · and equipment are stressed.

GENERAL ADULT EDUCATION

Creative Art I **33 hours**

Painting for pleasure with knowledge is the aim of this course. Color theory, painting techniques, drawing, and composition will be stressed. The course is planned to equip the student with knowledge enabling him to pursue painting on his own.

Creative Art II **33 hours**

An expansion and continuation of Creative Art I. In addition to continued practice and constructive criticism, the student will undertake more difficult processes. Creativity and self-expression are stressed.

Astronomy **66 hours**

A basic study of the stars, the oldest of the sciences. Although a brief history concerning the founders of modern astronomy is included, major emphasis is placed on the observational aspect. The tools included, and the techniques for their usage, are the telescope, spectroscope, and camera.

Bible **33 hours**

An intradenominational approach to either the Old or New Testament. This is a review of the scriptures and all students are urged to actively participate in the discussion.

Billiards **33 hours**

A course in billiards or pool for those who desire a hobby for their spare time. Instruction concerning terminology, different types of pool, differences in pool and billiards, and scoring is given the beginner. The more advanced student increases his proficiency while enjoying his hobby.

Bridge Playing I **33 hours**

This is "how to play bridge" for the beginner. It includes the basic elements of point count, progressing to opening bids and responses, and to the playing of a hand.

Bridge Playing II **33 hours**

A continuation course for the student who has completed Bridge Playing I or has some knowledge of the game. Hands are bid, played, and analyzed. The finer points of the game are stressed.

Cake Decorating **33 hours**

Decorate birthday, wedding, and special occasion cakes with flowers, borders, lattice work, etc. that reflect the use of professional techniques.

Ceramics **33 hours**

A basic course dealing with the fundamentals of working with greenware and modeling. Several methods of glazing are available, along with stains. Students are encouraged to be creative and to give free reign to their imaginations.

Church Music **33 hours**

This course is designed to assist church choirs, and choir directors, in improving musical renditions. Especially helpful to those who have not attained proficiency in the reading of musical notation. Also, an attempt is made to teach the importance of group effort in choral presentations. Demonstration and practice are employed to bring about desired results.

Copper Tooling **33 hours**

For beginning craftsmen who desire to learn the fundamentals of this art. Magazine racks, waste baskets, planters, coats of arms, etc, are used to demonstrate embossing, antiquing, and lacquering. Uses of various tools, shading, metal filling, and staining are also explained. Individual projects are encouraged.

Decoupage **33 hours**

This is a basic course with step-by-step instructions in the art of

decorating surfaces permanently with paper cutouts. Students will learn sanding, painting, cutting, application, varnishing, staining, antiquing, coloring, lining and covering boxes, application of hardware, use of gilding, as well as decoupage on metal and glass.

First Aid **30 hours**

The purpose of first aid training is to acquire knowledge and skill for the emergency care of the sick and injured until a physician arrives, and to create an active interest in the prevention of accidents through the elimination of causes.

Flower Arranging **33 hours**

Art principles as related to live flower arrangements. Areas covered include uses of flowers, containers and accessories, design principles, color and texture, and arrangement for special occasions.

Guitar **33 hours**

Basics in cords, strumming, finger-patterns, and "pickins." Learn to play for fun. All you need is a good guitar and short fingernails.

Horticulture **33 hours**

A course designed to acquaint individuals with some basic principles of landscaping, home gardening and ornamental horticulture. Specific items covered will include planning the homestead, plant classification, soils and fertilizers, ornamental plants, pruning, lawns, flowering plants, and disease and insect control.

Human Relations Seminar (Basic)

This course provides an opportunity through group process, lecture, and visiting speakers for the student to experience personal growth and development so that he will feel more competent as a person and thereby do a better job. Student must be willing to explore feelings and ideas and try out new behavior in the controlled environment of the classroom.

Income Tax **20 hours**

A course designed to give the student information that will be helpful in completing personal income tax forms. Federal and State Tax laws, procedures, and practical applications are included.

Interior Decorating **33 hours**

This course is designed to give the student greater understanding and appreciation of furniture styles, use of color and design in fabrics, floor coverings, and accessories. It includes a complete study of room arrangement, color, backgrounds, period style in furniture, and current trends.

Karate **48 hours**

Karate is taught as a method of self-defense and not as a technique of agression. Certain sequence movements are learned in order to develop rythmn and coordination of technique. Karate is more than a fighting skill—it is a mental discipline from which students learn the value of kindness and sincerity to others. To become an expert, the student must develop self-control as well as mastery of the various techniques of the art.

Knitting **33 hours**

This course teaches primary skills of cast on, knit, purl, bind off, increase, decrease, tension control. Secondary skills of using markers, counters, and stitch holders are also taught for beginners with emphasis on interpreting written instructions.

Lapidary and Jewelry Making **33 hours**

The course is designed to assist the student in identifying precious and semi-precious stones and to acquaint him with the equipment used in cutting them. In a series of progressive lessons from the simple to the complex he learns sawing, filing, bending, soldering, polishing, plating and stone setting. To teach design each student is urged to make one, or more, pieces of jewelry.

Multi-Media I **33 hours**

This course offers a creative approach to techniques and materials using a wide variety of art media. Techniques will consist of pencil, charcoal, traditional watercolor, pastels, block printing, and silk screening. Technique is stressed and still life and nature will be the subjects.

Multi-Media II **33 hours**

A continuation of Multi-Media I with emphasis on more advanced techniques and continued practice.

Needlecraft **33 hours**

The various stitches used to complete a beautiful and valuable piece of needlepoint are taught in this class, along with shading and design.

Oil Painting **33 hours**

An introduction to the technique of oil painting including the study of pictorial composition, color, and the elements and the principles of art which assist the student in the development of a painting. The student is taught the academic method of oil painting and encouraged to experiment.

Painting and Sketching **33 hours**

This course is recommended for those with no art training. Learn how to "see" a picture. Study composition and arrangement. Discover how perspective is used in drawing and learn shading and rendering with various art media.

Physical Fitness **44 hours**

Body conditioning through calisthenics. Effective physical art provides all-round exercise developing coordination and agility. Excellent means of weight control and good method of keeping in fine physical condition.

Powder Puff Mechanics **33 hours**

A course designed to teach women the basic fundamentals of how an automobile operates, how to make tire changes, and simple emergency repairs. Periodic preventive maintenance and general upkeep will be emphasized.

Radiological Monitor Training **16 hours**

A course dealing with the monitoring of gamma radiation, use of radiological instruments, dose and dose rate calculations, radiation protection, and decontamination.

Sculpture **33 hours**

Students experiment with various materials and methods of sculpture. Includes modeling, carving, construction, and casting. Production in the areas of wood carving, plaster coating, metals, and mixing media construction is emphasized. Individual investigation and creativity using recently developed media is stressed.

Beginning Sewing **33 hours**

A course for beginning sewing students, including the basic information necessary for construction of simple garments from patterns. Areas covered are use of the machine, pattern selection and alteration, fabric selection and preparation, linings and interfacings, construction techniques, fitting, and pressing.

Intermediate Sewing **33 hours**

A continuation of Beginning Sewing for students with some knowledge of sewing. New areas covered are analysis of self as related to pattern and clothing selection, principles of design, zipper insertion, and advanced construction.

Advanced Sewing **33 hours**

A more advanced course having beginning and intermediate sewing as prerequisites. A garment is completed which entails all areas that have been covered in the three courses.

Sign Language **44 hours**

This course teaches the student who can hear to communicate with the deaf. After students have gained a knowledge of finger spelling, they learn the sign of nouns, pronouns, verbs, etc.

Snow Skiing **26 hours**

This is a basic course designed to instruct students in the proper fundamentals of skiing, safety, and etiquette. The course will include instruction in the parallel skiing, parallel turns, cristies, basic jumps, and introductory wedeln.

Speed Reading **33 hours**

A course designed to improve the reading skills of average readers in pleasure, business and study materials. Emphasis is placed on reading speed (1000 words or more per minute) and on increasing comprehension. Ideal for students, businessmen, teachers, professionals, and housewives.

Tailoring **33 hours**

For the advanced student of sewing who wishes to learn basic tailoring techniques. It includes the application of sewing techniques in working with heavy fabrics, bound buttonholes, use of interfacing and lining in order to custom-make your own suits.

SENIOR CITIZENS PROGRAM

American citizens are living longer and are more active in their senior years. Time is available to participate in a variety of learning experiences which earlier years may not have permitted. Among the learning experiences provided especially for senior citizens are the following:

Arts and Crafts	Needlecrafts
Beginning Sewing	Advanced Sewing

Other Senior Citizens' courses which may be offered if there is demand include:

Health for Senior Citizens	Retirement Planning
Home Gardening	Travel Tour Lecture

Challenge of Maturity

Senior Citizens may want to enroll in courses listed in other areas of adult education.

COMMUNITY SERVICES

Wilkes Community College sponsors and promotes a number of Community Services which contributes to the cultural, economic, and civic improvement of the community. Such services arise from almost every program area. Among the more frequently offered Community Services are the following:

Seminars and Conferences
Speaker and Lecture Series
Speakers' Bureau
Radio Programs
Discussion Groups
Job Relations in Business
Customer Relations
Personality Development
Creative Salesmanship
Fine Arts Exhibits
Musical Programs
Community Studies
Drama Programs
Consultant Services
Advertising
Credit and Collections
Interior Display
Marketing Research

TRAINING FOR NEW AND EXPANDING INDUSTRIES

One of the basic objectives of Wilkes Community College is to stimulate the creation of more challenging and rewarding jobs for the people of our area by providing a customized training service to new and expanding industries. Subject to only minimal limitations, this institution, in cooperation with the Industrial Services Division of the State Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina.

This program includes the following services:

1. Consultation in determining job descriptions; defining areas of training; and prescribing appropriate course outlines, training schedules, and materials.

2. Selecting and training of instructors. These instructors may be recruited from the company and from outside sources.

The purpose of this service is to help a new or expanding industry meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs.

COURSE DESCRIPTIONS

Course Descriptions

The courses which follow are a complete alphabetical listing of courses offered by Wilkes Community College. Courses numbered 090-099 are guided studies courses.

Two-year degree courses are numbered 100-299. Freshman level courses are numbered 100-199 and sophomore level courses are numbered 200-299. Students showing a high level of competence, with the approval of the instructor, may select certain sophomore level courses during the freshman year. However, courses should be taken in numerical sequence with prerequisite courses taken as indicated.

Courses numbered in the 1,000 series are vocational courses. Those numbered 2,000-2,999 are extension courses.

In the course description, following the course number, appears a code (3-3-4) which should be interpreted as follows: first number equals number of lecture hours; second number equals number of laboratory or shop hours; third number equals number of credit hours, except in the Practical Nursing courses.

AGRICULTURE

AGR 127 ANIMAL NUTRITION 5 2 6

A course dealing with the principles of nutrition and their application to feeding practices of cattle, horse, sheep, and swine production in North Carolina. Prerequisite: BIO 125.

AGR 180 GENERAL POULTRY SCIENCE I 3 2 4

An introduction to the science of poultry production. The major phases of the study include the history of the poultry industry; the anatomy and physiology of the chicken; the breeds and varities; the breeding principles; the principles of incubation, brooding, rearing, feeding, housing, and management; marketing poultry products; and the science of disease and parasite prevention and control.

AGR 181 GENERAL POULTRY SCIENCE II 3 2 4

A continuation of the study of the general principles and practices of the science and poultry production with emphasis on the application of these principles to specialized areas of poultry production. Prerequisite: AGR 180.

AGR 185 SOIL SCIENCE 5 2 6

A course dealing with basic principles of efficient classification, evaluation, and management of soils, care, cultivation and fertilization of the soil, and conservation of soil fertility.

AGR 200 INTERNSHIP 0 12 3

A student enrolled in this course will spend a summer quarter with an agricultural employer, where he will receive training in various agricultural enterprises and in the sales and service of the products of that business. Training experience will be made available to the student by the dealer or his designated representative, and as agreed upon by the dealer and Wilkes Community College. Prerequisite: Satisfactory Completion of the First Year of the Curriculum.

AGR 201 AGRICULTURAL CHEMICALS 5 2 6

A study of farm chemical pesticides, their ingredients, formulation, and farm application, with emphasis on the effective and safe use of chemicals in agricultural pest control.

AGR 205 AGRICULTURAL MARKETING 5 2 6

An analysis of the functions of marketing in the economy and a survey of the problems marketing faces. A review of the market structure and the relationship of local, terminal, wholesale, retail and foreign markets. Problems in the operations of marketing firms including buying and selling, processing, standardization and grading, risk taking and storage, financing, efficiency, and cooperation. Discussion of procedures of marketing such commodities as grain, cotton, livestock and tobacco. Prerequisite: ECO 102.

AGR 225 DAIRY PRODUCTION 3 2 4

A study of the principles of selection, breeding, feeding, care and management of dairy cattle. Prerequisite: BIO 125.

AGR 226 SWINE PRODUCTION 3 2 4

Development of swine production and marketing industries; principles and practices of selection, breeding, feeding, housing, marketing and management of swine. Prerequisite: BIO 125.

AGR 227 BEEF PRODUCTION 3 2 4

A study of the principles of selection, breeding, feeding, care and management of beef cattle. Prerequisite: BIO 125.

AGR 228 LIVESTOCK DISEASES AND PARASITES 3 2 4

A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis on the cause, damage, symptoms, prevention and treatment of parasites and diseases, and management factors relating to disease and parasite prevention and control. Prerequisite: BIO 125.

AGR 280 POULTRY HEALTH 3 2 4

The principles and practices of poultry disease and parasite prevention and control. The mortality problem and the nature of disease. The types of organisms causing poultry diseases. The methods of disease prevention and control. Nutritional disorders and miscellaneous conditions. The major poultry diseases. Prevention and control of internal and external parasites. Controlling flock mortality. Prerequisite: AGR 180.

AGR 290 CONSERVATION OF NATURAL RESOURCES 3 4 5

An introduction to soil conservation, covering what is included in soil and water conservation, the public interest in soil and water conservation, who is involved in soil and water conservation, the available resources to carry out soil and water conservation measures, and the relationship of specialized knowledge in agronomy, biology, economics, engineering, soils, forestry and recreation.

AUTOMOTIVE (POWER MECHANICS)

AHR 1101 AUTOMOTIVE AIR CONDITIONING 2 3 3

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.

AHR 203 AIR CONDITIONING 3 3 4

A general introduction to the principles of air conditioning as applied to mobile equipment; the study of the assembly of the components and connections necessary and the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system and other safety measures are stressed.

PME 1101 INTERNAL COMBUSTION ENGINE 3 12 7

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams, and camshafts, fuel and exhaust systems, cooling systems, power lubrication; and methods of testing, diagnosing and repairing.

PME 1102 ENGINE ELECTRICAL & FUEL SYSTEMS 5 12 9

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: PME 1101.

PME 1122 BRAKING SYSTEMS 3 3 4

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.

PME 1124 AUTOMOTIVE POWER TRAIN SYSTEMS 3 9 6

Principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing and repair.

PME 1125 AUTOMOTIVE SERVICING 3 9 6

Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experience in testing, adjusting, repairing and replacing.

PME 1126 AUTOMOTIVE CHASSIS & SUSPENSION SYSTEMS 3 9 6

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering system. Units to be studied will be shock absorbers, springs, steering system, steering linkage, and front end alignment.

BIOLOGY

BIO 111 GENERAL BIOLOGY I 3 2 4

A foundation course stressing principles and theories of the scientific method, cellular structure and functions, genetics, evolution and systems of classifications. Unicellular and simple multicellular organisms are studied.

BIO 112 GENERAL BIOLOGY II 3 2 4

A comparative study of the organization and functions of multicellular organisms including the design of a terrestrial round worm, and the transition to life on land including adaptation and evolution of major systems. Prerequisite: BIO 111.

BIO 113 GENERAL BIOLOGY III 3 2 4

A continuation of the study of the transition to life on land, organization and function of plants, photosynthesis, reproduction, ecology and behavior. Prerequisite: BIO 112.

BIO 125 ANIMAL SCIENCE 5 2 6

An introductory animal science course covering the fundamental principles of livestock production. A study of the animal body and the basic principles of reproduction, genetics, growth, fattening, digestion, along with the selection, feeding, improvement, processing and marketing of livestock.

BIO 165 PLANT PATHOLOGY 3 2 4

The purpose of this course is to teach the student the control of diseases of ornamental crops through a basic knowledge of structure, life history, and identification of the various parasitic disorders plaguing ornamental trees, shrubs, flowers, and turf.

BIO 170 PLANT SCIENCE 5 2 6

An introductory general botany and crop science course covering the fundamental principles of the reproduction, growth, functions, and development of seed bearing plants with application to certain commercially important plants in North Carolina.

BIO 174 GENERAL MICROBIOLOGY 3 4 5

A general microbiology course dealing with the structure, development and function of bacteria and other microorganisms.

BIO 176 MICROBIOLOGY OF FOODS I 3 4 5

The relationship of microorganisms to fresh and preserved foods. Bacteriological methods of analysis for determination of sanitary quality of foods and dairy products. The role of the microorganisms as spoilage agents; sources in nature and means of control. Prerequisite: BIO 174.

BIO 178 MICROBIOLOGY OF FOODS 3 4 5

A continuation of BIO 176 with special emphasis placed on industrial uses of microorganisms. Prerequisite: BIO 176.

BIO 214 LOCAL FLORA 3 2 4

The identification and classification of native plants, especially seedbearing plants; observation and collection of specimen plants on organized field trips in this area. Prerequisite: BIO 111, 112, 113, or permission of the instructor.

BIO 215 EXPERIMENTS IN ELEMENTARY SCIENCE 3 2 4

The experiments and procedures most often referenced in elementary school texts are performed, analyzed, and discussed. New experiments are designed and tested. Broad concepts on which they are based are reviewed. Prerequisite: Permission of the instructor.

BIO 245 ENTOMOLOGY 2 2 3

This course is intended to give the student a basic understanding of insects that attack ornamental plant materials. The nature, structure, and importance of each insect is studied in detail. Additional emphasis is placed upon detection, identification, and control of the insects studied.

BUSINESS

BUS 101 INTRODUCTION TO BUSINESS 3 0 3

A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.

BUS 102 TYPEWRITING 2 3 3

Introduction to the touch typewriting system with emphasis on current techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

BUS 103 TYPEWRITING 2 3 3

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscripts, correspondence, and business forms. Prerequisite: BUS 102.

BUS 104 TYPEWRITING 2 3 3

Emphasis on production typing problems and speed building. Attention is on the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscripts, correspondence, and business forms. Prerequisite: BUS 103 or the equivalent.

BUS 106 SHORTHAND 2 3 3

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phases.

BUS 107 SHORTHAND 2 3 3

Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or the equivalent.

BUS 108 SHORTHAND 2 3 3

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107.

BUS 110 OFFICE MACHINES 2 3 3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

BUS 112 FILING 3 0 3

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes, and guides. Alphabetic, Numeric, Geographic, and Subject filing.

BUS 113 SMALL BUSINESS OPERATION 3 0 3

Introduction to the business world, problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment in offices, methods of improving business, and employee-employer relations.

BUS 115 BUSINESS LAW 5 0 5

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

BUS 120 ACCOUNTING 4 2 5

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 110.

BUS 121 ACCOUNTING 4 2 5

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: BUS 120.

BUS 123 BUSINESS FINANCE 5 0 5

Financing of business units, as individuals, partnership, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.

BUS 126 MACHINE SHORTHAND 5 5 7

This course presents the basic principles and theory of Stenograph Machine Shorthand.

BUS 127 MACHINE SHORTHAND 5 5 7

A continuation of BUS 126 with emphasis on machine operation. The development of the ability to take dictation on the Stenograph machine. Prerequisite: BUS 126.

BUS 128 MACHINE SHORTHAND 5 5 7

A continuation of BUS 127.

BUS 183 TERMINOLOGY AND VOCABULARY 3 0 3

To develop an understanding of the treminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.

BUS 202 DICTATION AND TRANSCRIPTION 3 2 4

An introduction to the transcription of machine shorthand on the typewriter. The development of the ability to take dictation on straight new matter at the rate of 120-140 words per minute and to transcribe this dictation in an acceptable manner. Prerequisite: BUS 128.

BUS 203 DICTATION AND TRANSCRIPTION 3 2 4

A continuation of BUS 202. Development of ability to take dictation of straight new matter at the rate of 140-150 words per minute and to transcribe at the rate of 25 words per minute. Prerequisite: BUS 202.

BUS 204 DICTATION AND TRANSCRIPTION 3 2 4

A continuation of BUS 203. The development of ability to take dictation of straight new matter at the rate of 180-200 words per minute and transcribe at the rate of 30 words per minute. Prerequisite: BUS 203.

BUS 205 ADVANCED TYPEWRITING 3 2 4

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the

field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: BUS 104.

BUS 206 DICTATION AND TRANSCRIPTION 3 2 4

Develop the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of theory and the dictation of familiar and unfamiliar material at varying rates of speed. Prerequisite: BUS 108 or demonstrated proficiency.

BUS 207 DICTATION AND TRANSCRIPTION 3 2 4

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Prerequisite: BUS 206.

BUS 208 DICTATION AND TRANSCRIPTION 3 2 4

Covering materials appropriate to the course of study, the student develops the accuracy, speed, vocabulary and transcription abilities that will enable her to meet the stenographic requirements of business and professional offices. Prerequisite: BUS 207.

BUS 211 OFFICE MACHINES II 2 3 3

A continuation of BUSINESS 110. Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines. Prerequisite: BUS 110.

BUS 214 OFFICE PROCEDURES 3 2 4

Designed to acquaint the student with the responsibilities encountered by an office employee during the work day.

BUS 222 ACCOUNTING 4 2 5

Thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital. Prerequisite: BUS 121.

BUS 223 ACCOUNTING 4 2 5

Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes. Prerequisite: BUS 222.

BUS 225 COST ACCOUNTING 3 2 4

Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job costs, and standard cost principles and procedures; selling and distribution costs; budgets, and executive use of cost figures. Prerequisite: BUS 121.

BUS 229 TAXES 3 2 4

Application of federal and state taxes to various businesses and business conditions. A study of the following taxes; income, payroll, intangible, capital gain, sales and use, excise, and inheritance. Prerequisite: BUS 121.

BUS 232 SALES DEVELOPMENT 3 0 3

A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.

BUS 235 PRINCIPLES OF MANAGEMENT 5 0 5

Principles of management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business-qualifications and requirements.

BUS 239 PRINCIPLES OF MARKETING 5 0 5

A general survey in the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

BUS 243 PRINCIPLES OF MARKETING PROMOTION 5 0 5

The role of advertising and selling in a free economy and their place in the market. A study of advertising and selling appeals; product and market research; selection of media; means of testing effectiveness of promotion. A study of the methods by which business promotes its products and services in the market.

BUS 247 BUSINESS INSURANCE 3 0 3

A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.

BUS 251 COURT PROCEDURES 3 0 3

Designed to give the student a general knowledge of courtroom procedures and practices. Emphasis is on structure of the judicial system, types of courts, jurisdictions, and courtroom ethics.

BUS 253 COURT REPORTING 0 10 5

A course of actual court and/or conference reporting practice. Student will spend time in various courtroom situations, and/or conferences or convention reporting situations. Prerequisite: Ability to take dictation of straight new matter at the rate of 175 words per minute.

BUS 269 AUDITING 3 2 4

Principles of conducting audits and investigations; setting up accounts based upon audits; collecting data on working papers; arranging and systemizing the audit, and writing the audit report. Emphasis place on detailed audits, internal auditing, and internal control. Prerequisite: BUS 223.

BUS 271 OFFICE MANAGEMENT 3 0 3

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing, and actuating office problems. The course includes, among other aspects, designing an office layout.

BUS 272 PERSONNEL MANAGEMENT & SUPERVISION 5 0 5

Introduces the basic responsibilities and duties of the manager and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and on the role of the supervisor.

BUS 1103 SMALL BUSINESS OPERATIONS 3 0 3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventoring, layout of equipment and offices, methods of improving business, and employer-employee relations.

CHEMISTRY

CHM 110 TECHNICAL CHEMISTRY 4 3 5

A study of the fundamental principles of chemistry, including history, occurrence, preparations, properties, and chemical relations of the important metals, non-metals, atomic structures and chemical behavior due to chemical bonding, periodic classifications, chemical equilibrium, oxidation and reduction.

CHM 111 GENERAL CHEMISTRY I 3 3 4

A broad survey of the various divisions of chemistry, basic chemical principles and theories of atomic and molecular structure; classification, preparation, and properties are covered with attention to fundamental principles of inorganic chemistry. Co-requisite: MAT 116.

CHM 112 GENERAL CHEMISTRY II 3 3 4

Continuation of 111, with emphasis extended to include fundamental principles, problems, and methods of separating and identifying common cations and anions. Prerequisite: CHM 111.

CHM 113 GENERAL CHEMISTRY III 3 3 4

Continuation of CHM 112 to include a brief introduction to quantitative analysis, special emphasis on organic chemistry using the mechanistic approach to the study of aliphatic and aromatic compounds and derivatives. Nuclear chemistry will be introduced showing its relationship to organic and inorganic chemistry. Prerequisite: CHM 112.

CHM 211 ORGANIC CHEMISTRY I 3 3 4

A study of carbon compounds with emphasis placed on reaction mechanisms, single multiple bonding, cyclic aliphatic hydrocarbons, resonance, and functional groups. Prerequisite: Completion of CHM 113.

CHM 212 ORGANIC CHEMISTRY II 3 3 4

A continuation of CHM 211 including a study of electrophilic and nucleophilic substitution, sterochemistry, carboxylic acids, sulfonic acids, and aldehydes. Prerequisite CHM 211.

CHM 213 ORGANIC CHEMISTRY III 3 3 4

A continuation of CHM 212 giving consideration to amines, diazonium salts, ketones, carbonhydrates, polynuclear aromatic compounds, hetrocyclic compounds, amino acids, and proteins. Prerequisite: CHM 212.

CHM 214 QUANTITATIVE ANALYSIS 3 6 6

A study of principles and practices of quantitative analysis including volumetic and gravimetric analysis and technical analysis including analysis calculations. Prerequisite: CHM 113.

BUILDING CONSTRUCTION

CON 101 CONSTRUCTION I 3 6 5

A brief history of the construction industry. An introduction to hand and power tools used by building mechanics, their use and care, with special emphasis on safe work habits. Wood and metal fasteners are studied for proper application. Laboratory experiences emphasize the practical aspect of the various types and methods of construction as presented in the classroom.

CON 102 CONSTRUCTION II 3 6 5

A continuation of Construction I. A practical course in framing, roofing, flooring, siding, and truss design. Masonry will be further studied to include mortar mixes and joints, waterproofing, blocks, bricks, and stone applications. Prerequisite: CON 101.

CON 103 CONSTRUCTION III 3 6 5

An examination of the several methods of light frame construction, for residence or industrial use and a general presentation of light steel construction. The shapes, sizes and weights of structural steel are studied in conjunction with the methods of erection and fastening. Field trips and report writing will identify construction sequence, construction problems and the adherence to local codes or zoning ordinances. Prerequisite: CON 102.

CON 104 APPLIED MECHANICS I 3 2 4

A fundamental course covering the basic mechanical principles. Included are solids and their characteristics, and basic hydraulics as applied to the construction industry. Laboratory experiments and specialized problems dealing with practical applications are an integral part of the course presentation.

CON 105 APPLIED MECHANICS II 3 2 4

The second in a series of the courses of applied mechanics. Studies and laboratory experiences include practical applications of work, energy, and power as associated with the construction industry. Prerequisite: CON 104.

CON 200 CONSTRUCTION INTERNSHIP 0 12 3

A student enrolled in this course will spend a summer quarter with a Construction employer where he will receive training in various construction enterprises. Training experience will be made available to the student as agreed upon by the contractor and Wilkes Community College. Prerequisite: Satisfactory completion of first year of the curriculum.

CON 201 CONSTRUCTION IV 3 6 5

A course in materials and methods of construction and an extension of construction III; the use and limitations of construction materials and equipment. A general survey of the more convenient mechanical aids to construction, their routine maintenance and safety requirements. Prerequisite: CON 103.

CON 202 CONSTRUCTION V 3 6 5

A study of the control of forces and their application to useful purposes. The reasons behind the accepted methods of framing and truss design. A very basic course in applied mechanics with appropriate laboratory enforcement. Prerequisite: CON 201.

CON 203 CONSTRUCTION VI 3 6 5

A course designed to provide a basic understanding of strength of materials and the relationship between external forces applied to a structure and the reaction of structural members. Prerequisite: CON 202.

CON 204 CONSTRUCTION SURVEYING 3 6 5

Triangulation or ordinary precision; calculation of land areas; land surveying; and site layout procedures. Prerequisite DRAFTING 120 and MATH 104.

CON 205 CONSTRUCTION DOCUMENTS 2 3 3

Basic principles and methods most significant in contract relationships; appreciation of the legal considerations in construction work; study of the National Building Code and local building codes, interpreting and outlining specifications.

CON 206 CONSTRUCTION PLANNING AND ESTIMATING I 3 6 5

A basic study of on-the-job routine obligations of a construction foreman or supervisor; inspection of arriving materials for quality, quantity, and damage; the protection of building materials against weather and theft; basic construction scheduling and the filing of progress reports.

CON 207 CONSTRUCTION PLANNING ESTIMATING II 3 6 5

A continuation of Course I; project control and supervision and coordinating trades on building construction. Operation charts and practical application of CPM for construction planning, scheduling and time-cost determination. Estimates of material, labor and equip-

ment costs, preparation of purposes construction time schedules. Prerequisite: CON 206.

CON 209 SOIL AND FOUNDATIONS 3 3 4

A basic study of soils regarding composition, bearing capacity, stability of slopes, compaction and consolidation. The general types of foundation; excavation, bracing, shoring, and drainage. Prerequisite: CON 204.

CARPENTRY-MASONRY

CON 1101 CONSTRUCTION I 3 6 5

A brief history of the construction industry. An introduction to hand and power tools used by building mechanics, their use and care with special emphasis on safe work habits. Wood and metal fasteners are studied for proper application. Laboratory experiences emphasize the practical aspect of the various types and methods of construction as presented in the classroom.

CON 1102 CONSTRUCTION II 3 6 5

A continuation of Construction I. A practical course in framing, roofing, flooring, siding, and truss design. Masonry will be studied to include mortar mixes and joints, waterproofing, blocks, bricks, and stone applications. Prerequisite: CON 1101.

CON 1103 MILLWORK AND BRICK LAYING 6 15 11

Increased concentration on development of skills will be emphasized. Study will advance into trim and bricklaying as performed by the building mechanic. Practical application will include layout, construction, and interior trim, door and window frames, stairs, erection of masonry walls, chimneys, arches, and cavity walls.

CON 1104 FINISHING & GENERAL MASONRY 6 15 11

Cabinetry will complete the general carpentry skills while finish masonry will conclude the masonry skills. Practical application will include such things as cabinet, built-in desk, and stairway construction; installation of hardware; erection of fire places, steps, patios, and walkways; and interior finishing. Prerequisite: CON 1102.

CON 1041 APPLIED MECHANICS I 3 2 4

A fundamental course covering the basic mechanical principles. Included are solids and their characteristics, and basic hydraulics as applied to the construction industry. Laboratory experiments and specialized problems dealing with practical applications are an integral part of the course.

CON 1051 APPLIED MECHANICS II 3 2 4

The second in a series of the courses of applied mechanics. Studies and laboratory experiments include practical application of work, energy, and power as associated with the construction industry. Prerequisite: CON 1104.

CON 1105 CONSTRUCTION ESTIMATING 3 2 4

This is a practical course in quantity "take off" from prints of the more common type jobs for carpenters and masons. Figuring the quantities of materials needed and cost of building various components and structures. Prerequisite: DRAFTING 1120.

CON 1106 BUILDING CODES 2 0 2

A study is made of building codes and the minimum requirements for local, county, and state construction regulations to include Federal Housing Administration regulations. This involves safety, sanitation, mechanical equipment and materials. Prerequisite: CON 1105.

BUSINESS DATA PROCESSING

EDP 100 KEY PUNCH OPERATOR 2 2 3

Designed and planned to enable the student to acquire the degree of skill necessary for employment as a key punch operator on an IBM 26 or 29 Printing Card Punch. Stress is placed on care and proper operation of the machine and preparation of program cards for placing the machine under programmed control. Terms which are most commonly used with the key-punch machine as it relates to automated data processing in the business world are presented and fully explained.

EDP 101 FUNCTIONAL WIRING PRINCIPLES 2 3 3

Basic principles of control panel wiring and operation of punched card equipment are emphasized in this course. Laboratory projects based on business applications give key punch, sorter, accounting machine, reproducer, and collator experience to the student.

EDP 104 INTRODUCTION TO DATA PROCESSNG SYSTEMS 3 2 4

Fundamental concepts and operational principles of data processing systems are introduced. The eight basic operations that form the core of data processing are explained as well as the equipment that can be used to perform the processing operations. Systems and procedures are studied along with the factors to be considered in

evaluating manual, mechanical, punched-card, and computer data processing systems.

EDP 107 INTRODUCTION TO FORTRAN IV 2 3 3

Designed to provide the student with basic programming knowledge of a typical compiler type language oriented to problem solving. Emphasis is on program construction with a few simple problems run on a remote computer terminal.

EDP 108 INTRODUCTION TO COMPUTER SYSTEMS 2 3 3

A study of computer systems involving such topics as job scheduling, file devices, file organizations, operating systems, job control language, and multi-programming. The System/360 is discussed.

EDP 110 BUSINESS PROGRAMMING I (RPGII) 3 2 4

Report Program Generator (RPG) coding includes preparation of the spacing chart, file description, file extension, input, calculation, and output specifications. Business applications are written and run on a remote computer terminal.

EDP 202 BUSINESS PROGRAMMING IV (PL/I) 3 2 4

An overview of PL/I is presented to the student. Programming projects are assigned and run on a remote computer terminal.

EDP 205 LINEAR PROGRAMMING AND CRITICAL PATH METHOD 3 3 4

Lecture and case problems encompassing the scope and potential of using mathematical programming with computers to increase industrial efficiency. The course presents the network technique of management planning, scheduling and control. Basic rules of network planning are presented with laboratory assignments designed to implement the theoretical aspects of Critical Path Methods (CPM).

EDP 207 BUSINESS PROGRAMMING II (COBOL) 3 3 4

The Common Business Oriented Language (COBOL) is presented in detail. A variety of business and commercial applications are programmed and tested on a remote computer terminal.

EDP 208 BUSINESS PROGRAMMING III (COBOL) 2 4 4

Use of advanced COBOL techniques to solve complex business-oriented problems. Programs are run on a remote computer terminal. Prerequisite: EDP 207.

EDP 216 RESEARCH PROJECT 1 6 4

Individual assignments of a carefully selected project will be the work of the student during this quarter. It will give the student an opportunity to initiate and carry out a project taken from outside the school. This course places the responsibility upon the student to solve a significant problem with a minimum of assistance from the instructor.

EDP 220 ASSEMBLY LANGUAGE 3 3 4

An introduction to the study of assembly language programming. Instruction includes assembly language specifications, operations, and rules for writing source programs. Laboratory exercises are devoted to developing program logic and writing assembly language programs to solve sample problems.

DRAFTING

DFT 101 TECHNICAL DRAFTING 0 6 2

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.

DFT 102 TECHNICAL DRAFTING 0 6 2

The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements will be studied. Dimensioning practices for "details" and "working drawings," approved by the American Standards Association will also be included. Introduction is given to intersections and development of various types of geometrical objects. Prerequisite: DFT 101.

DFT 110 SCHEMATICS AND DIAGRAMS 0 3 1

Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic princples of lines, views, dimensioning procedures, and notes.

DFT 118 BLUEPRINT READING 2 3 3

Principles of interpreting blueprints and specifications common to the home building construction industry. Development of an understanding of the three view concept of architectural presentations. Laboratory experiences include problems in sketching and the use of basic drafting instruments.

DFT 120 ARCHITECTURAL DRAFTING I 2 6 4

The student begins study of drawing principles and practices necessary to develop structural plans. Basic skills of lettering, dimensioning, use of symbols, and instrument drafting will be studied. Working drawings, including plans, and construction details will be used.

DFT 121 ARCHITECTURAL DRAFTING II 2 6 4

A continuation of DFT 120.

DFT 1101 SCHEMATICS AND DIAGRAMS:
POWER MECHANICS 0 3 1

Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

DFT 1118 BLUEPRINT READING 2 3 3

Principles of interpreting blueprints and specifications common to the home building construction industry. Development of an understanding of the three view concept of architectural presentations. Laboratory experiences include problems in sketching and the use of basic drafting instruments.

DFT 1120 ARCHITECTURAL DRAFTING I 2 6 3

The student begins study of drawing principles and practices necessary to develop structural plans. Basic skills of lettering, dimensioning, use of symbols, and instrument drafting will be studied. Working drawings, including plans, and construction details will be unsed.

DFT 1121 DRAFTING I 3 12 7

An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, singlestroke lettering, applied geometry, freehand sketching consisting of orthographic and pictorial drawings. Orthographic projection, reading and instrument drawing of principal views, single auxiliary

views (primary), and double (oblique) auxiliary views will be emphasized. Dimensioning and note practices will be studied with reference to the American Standards Association Practices. Methods of reproducing drawings will be included at the appropriate time.

DFT 1122 DRAFTING II 3 6 5

The trainee will study simple and successive revolutions and their applications to practical problems. Sections and conventions will be studied and both detail and assembly sections will be drawn. Intersections and developments will be studied by relating the drawing to the sheet metal trades. Models of the assigned drawings will be made from construction paper, cardboard, or similar materials as a proof of the solution to the problems drawn.

Methods of drawing and projecting axonometric, oblique, and perspective drawings will be studied with emphasis on the practical applications of pictorial drawings. Various methods of shading will be introduced and dimensioning and sectioning of oblique and axonometric pictorials will be done. Prerequisite: DFT 1121.

DFT 1125 DESCRIPTIVE GEOMETRY 2 3 3

Graphical analysis of space problems. The problems deal with practical design elements involving points, lines, planes, connectors, and a combination of these. Included are problems dealing with solid geometry theorems. Where applicable, each graphical solution will be accompanied by the analytical solution. Prerequisite: DFT 1121.

DFT 1141 BUILDING TRADES DRAFTING 3 12 7

An introduction to architectural drafting. Further development of techniques in lettering, dimensioning, freehand sketching and instrument drawing. Drawings of construction details, using appropriate material symbols and conventions. Working drawings, including plans, elevations, sections, scale details and full-size details will be prepared from preliminary sketches. Prerequisite: DFT 1122.

DFT 1142 BUILDING TRADES DRAFTING 3 12 7

Individual and group participation in the preparation of complete working drawings for a complex architectural structure. Study of drafting room organization and relationship of personnel within the architectural office. Prerequisite: DFT 1141, DFT 1143, DFT 1144.

DFT 1143 BUILDING MECHANICAL EQUIPMENT 3 0 3

General study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures. Reading and inter-

pretation of working drawings by mechanical engineers. Prerequisite: DFT 1122.

DFT 1144 BUILDING MATERIALS AND METHODS 3 0 3

Materials used in the construction of architectural structures will be studied. Their economic values and limitations affected by locality, budget and codes. Field trips to construction sites and study of manufacturer's specifications for materials. Standard sizes of structural materials and modular construction techniques.

DFT 1145 SPECIFICATIONS & CONTRACTS 3 0 3

The purpose of writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection. Prerequisite: DFT 1141, DFT 1143, DFT 1144.

ECONOMICS

ECO 102 ECONOMICS I 5 0 5

The principles of Macro-economics including the study of national income, employment, economic growth, and the public sector.

ECO 104 ECONOMICS II 5 0 5

The principles of Macro-economics including the study of the price system, allocation of resources, distribution of income, and the international economy.

ECO 201 LABOR ECONOMICS AND LABOR RELATIONS 3 2 4

Emphasis is placed on the history of the labor movement in the United States, the development of methods and strategies by labor organizations and by management, the shift in the means of public control; and the factors of income and economic security.

EDUCATION

EDU 101 THE ROLE OF THE TEACHER AIDE 3 0 3

An introductory survey course for the teacher aide. Emphasis is placed on the history of auxiliary personnel in the school, the organization of the school and community, in addition to the various responsibilities of the teacher aide.

EDU 102 THE SCHOOL 3 0 3

This course provides an introduction to the fundamental principles in education. It includes a historical view, aims and methods of education, the curriculum, the pupil population, the educative preocess, and teaching as an occupation. American public education is explored, with special emphasis and consideration given to the organization and operation of the public school of North Carolina.

EDU 111 INSTRUCTIONAL MATERIALS I 3 0 3

Survey of materials available for improvement of classroom instruction; the role of instructional materials in teaching and learning; sources, selection, and use of printed free and inexpensive graphic, audio-visual, and special materials for individualized instruction.

EDU 112 INSTRUCTIONAL MATERIALS II 3 0 3

An arts and crafts course for the teacher aide. Emphasis on manipulation experience and handwork adapted to the classroom. Prerequisite: EDU 111.

EDU 114 AUDIOVISUAL INSTRUCTION 3 0 3

Advantages, limitations and practical classroom applications of audio-visual materials. The use of models, maps, charts, slides, film strips, recordings and motion pictures are stressed.

EDU 121 LIBRARY MATERIALS AND RESOURCES 3 0 3

Information concerning books and materials; basic factors and problems in selection; the use of books and libraries as resources for instructional materials.

EDU 131 SCHOOL RECORDS AND REPORTS 3 0 3

The preparation of school records and reports. The course will include the procedures for general reports, the procedures for special reports and records, and the management of records.

EDU 151 CREATIVE ACTIVITIES 3 0 3

Designed to aid the student in learning activities which make up the normal childhood playlife of younger children. Practical experiences in materials and methods. Group games and rhythms appropriate to school age children.

EDU 201, 202, 203 DIRECTED TUTORIAL PROGRAM 3 12 3

Students with an intention to major in Education are selected to work in cooperation with the local Public School System in a directed

tutorial program which assists the disadvantaged or underachieving pupil.

EDU 204 CREATIVE ACTIVITIES (DRAMA) 3 2 4

Through discussion, writing and participation in theatre presentations, the student studies the impact of role play and role identification on children. At the same time, by choice of subject matter, local historical and folk lore is investigated as source material.

ELECTRONICS

ELN 1112 A.C. & D.C. FUNDAMENTALS 5 18 11

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series parallel circuits. An analysis of direct current circuits by Ohm's law and Kirchoff's law. A study of the source of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle and resonance.

ELN 1131 VACUUM TUBE & SEMI-CONDUCTOR FUNDAMENTALS 3 9 6

An introduction to the theory and operation of vacuum tubes and solid state devices used in common circuits. Rectifiers, amplifiers, switching circuits and oscillators are studied under operating conditions. Prerequisite: ELN 1112, MATH 1115.

ELN 1123 AMPLIFIER SYSTEMS 1 9 4

Service techniques of monophonic and sterophonic high fidelity systems and auxiliary equipment are presented. The operation and design of public address sound systems, and inter-communication amplifiers and switching systems are studied. Prerequisite: ELN 1131.

ELN 1127 RADIO AND TELEVISION CIRCUITS 8 18 14

A study of radio and television circuits and their relationship to radio frequency, intermediate frequency, audio amplifiers, video dectector and video amplifiers. The design and adjustment of vertical and horizontal sweep circuits as pertains to B/W television receivers are explored in depth. Prerequisite: ELN 1123.

ELN 1128 COLOR TELEVISION 5 12 9

A continuation of ELN 1127 with emphasis on color sets, their circuitry, alignment, and associated testing equipment. Prerequisite: ELN 1127.

ELN 1129 REPAIR & SERVICING TECHNIQUES 3 6 5

Students, using electronic testing devices will determine defective components of home entertainment equipment. Emphasis will be placed on method, speed, and accuracy of work. Students will repair or replace defective components. Proper alignment of radio frequence, intermediate frequency, and chrome amplifiers in B/W or color television sets will be emphasized. Prerequisite: ELN 1128.

ENGLISH

ENG 100 CONSTRUCTION TERMINOLOGY 3 0 3

The course content is aimed toward the particular requirements of the building trades. Literature and periodicals of the construction industry serve as additional textbooks. The precise meaning and interpretation of selected articles, along with the special language of construction, prepare the student for intelligent response to verbal and written communication.

ENG 101 GRAMMAR 3 0 3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, dictation, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

ENG 102 COMPOSITION 3 0 3

The course is designed to aid the student in the improvement of self-expression, in business technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: ENG 100, or 101.

ENG 103 REPORT WRITING

The fundamentals of English are utilized as a background for the organization and techniques of technical report writing. Exercises in developing typical reports, using writing techniques and graphic devices, are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This must have to do with something in his chosen curriculum. Prerequisite: ENG 102.

ENG 111 COMPOSITION: WRITING THROUGH PERCEPTION 3 2 3

The purpose of this course is to improve the student's ability to write by helping sharpen his perception of himself and his environment. The three major aims are: stimulating student interest,

encouragement of discriminating use of details, and elemination of gross grammatical errors.

ENG 112 COMPOSITION: WRITING THROUGH RHETORIC 3 0 3

Basic rhetorical patterns and principles of exposition will be studied. Contemporary essays will be studied and techniques therein contained will be incorporated into student writing. Emphasis on grammatical proficiency will be continued. Prerequisite: ENG 111.

ENG 113 COMPOSITION: WRITING THROUGH RESEARCH 3 0 3

Continuing stress will be placed on the principles of expository writing introduced in ENG 112. The major emphasis, however, will be on research writing. Prerequisite: ENG 112.

ENG 200 FUNDAMENTALS OF SPEECH 3 0 3

This course is designed to give the student practice in the methods of effective oral communication. Emphasis is on public speaking.

ENG 201 MECHANICS OF SPEECH

This course places emphasis on voice projection, platform procedure and delivery. The debate is used as a vehicle. Prerequisite: ENG 200.

ENG 204 ORAL COMMUNICATIONS 3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention is given to conducting meetings, conferences and interviews.

ENG 206 BUSINESS COMMUNICATIONS 3 0 3

Develops skills and techniques in writing business communications. Emphasis is placed on writing action-getting sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittance, and inquiry. Prerequisite: ENG 103.

ENG 211, 212, 213 WORLD LITERATURE 3 0 3

The sophomore sequence serves as an introductory world literature course. It is a basically chronological approach that intersperses

thematically related works from various periods at appropriate times. The course attempts to equip the student with the skills necessary for him to begin to read literature with a greater understanding of how the author conveys his messages to point out the interaction between literature and its historical context, and to develop or reinforce the students' awareness of the universal significance of good literature. Prerequisite: ENG 113.

ENG 214 ADVANCED COMPOSITION 3 0 3

A course designed for advanced study of expository writing. Prerequisite: ENG 113.

ENG 215 SCIENCE FICTION

The sociological historical, classical, religious and prophetic insights of this class of fiction are explored through extensive reading and discussion of some of the best current examples. Prerequisite: ENG 113.

ENG 1100 CONSTRUCTION TERMINOLOGY 3 0 3

The course context is aimed toward the particular requirements of the building trades. Literature and periodicals of the construction industry serve as additional textbooks. The precise meaning and interpretation of selected articles, along with the special language of construction, prepare the student for intelligent response to verbal and written communication.

ENG 1101 READING SKILLS 2 0 2

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

ENG 1102 COMMUNICATION SKILLS 3 0 3

Designed to promote effective communication through correct language usage in speaking and writing.

ENG 1143 EFFECTIVE COMMUNICATIONS 2 0 2

Designed to promote effective communication through correct language usage, both spoken and written. The approach is practical with emphasis on vocabulary, diction, spelling, sentence and paragraph structure. The basic principles of grammar are used as a reference. This course is also designed to stimulate the practical nursing students in applying these basic tools in their daily experience both at work and at home.

FOOD PROCESSING TECHNOLOGY

FPR 101 FOOD SCIENCE I 3 2 4

A study of protoplasm, morphology, and physiology of the cell, tissues, organs, and organ systems of both animal and plants. Basic processes involved in the preservation and continuity of the organism such as reproduction, development, and heredity are presented around a cellular core.

FPR 102 FOOD SCIENCE II 3 2 4

Fundamentals of animal and plant science; production principles and marketing practices of importance to these sciences. Considerations include: scope, varieties, breeds, special growing methods, and preprocessing factors (harvesting and slaughter factors). Prerequisite: FPR 101.

FPR 103 FOOD SCIENCE III 3 2 4

A study of food composition. Basic principles and procedures for the analysis of moisture, ash, carbonhydrate fat and protein contents of food. Measurement of certain physical characteristics of food. Prerequisite: FPR 102.

FPR 111 FOOD PROCESSING CHEMISTRY I 3 4 5

An introductory course in qualitative and quantitative analysis. This extends the study of chemical principles of equilibria of soluble salts and complex ions, and a systematic analysis of cations and anions. The laboratory work consists of qualitative analysis using the latest modern techniques of separation and identification and a brief introduction to quantitative determinations, including simple experiments to illustrate the quantitative aspects of identification. Prerequisite: CHM 110.

FPR 112 FOOD PROCESSING CHEMISTRY II 3 4 5

Short course in the study of organic compounds, emphasis on the chemical and physical behavior of the compounds and an introduction to Biochemistry and its interrelationship with the general organic. Prerequisite: FPR 111.

FPR 200 FOOD PROCESSING INTERNSHIP 0 12 3

A student enrolled in this course will spend a summer quarter working in a Food Processing Plant or Quality Control Lab. The student may be paid as a regular employee of the company. He will be graded by the employer and his supervising instructor as to his suitability in the food industry. Prerequisite: Satisfactory completion of the first year of the curriculum.

FPR 201 FOOD PROCESSING MECHANICS I 3 4 5

A course dealing with the basic mechanical principles involved in the operation of food processing machinery. Power transmission; use of electricity; hydraulics and pumping; heat measurement, transfer and control; use of steam; refrigeration; insulation and cold-storage rooms; heater-coolers and heat exchange equipment. Prerequisite: MAT 101.

FPR 202 FOOD PROCESSING MECHANICS II 3 4 5

A continuation of Food Processing Mechanics I with special attention given to selection, use, and maintenance of Food processing equipment. Special emphasis is placed on cold-preservation and heat-preservation equipment. Prerequisite: FPR 201.

FPR 208 FOOD REGULATIONS AND CONTROL 3 2 4

A study of food regulations and control as affecting the Food Processing Industry. Enforcement and control agencies. The Federal Food, Drug and Cosmetic Act. The Meat Inspection Act. The Poultry Products Inspection Act. Inspection and Grading by Agricultural Marketing Service. State and Municipal Food Laws. Control by food plants. A complete study of a Food Processing Plant's Food Regulation and control program will be made. Prerequisite: BIO 174, FPR 103.

FPR 212 FOOD PROCESSING—DAIRY PRODUCTS 3 4 5

Deals with the processes and specialized equipment used in processing dairy products; pasteurization, homogenization, clarification, separation, cheese, butter, ice cream, ice milk, chocolate drinks. Special emphasis is placed upon food packaging for suitable performance of product protection. Visits to processing plants are included with special study of the flowline and equipment. Prerequisite: FPR 103, BIO 174.

FPR 214 FOOD PROCESSING—FRUITS AND VEGETABLES 3 4 5

This course gives a comprehensive treatment of principles and methods of food handling and preservation as applied to fruits and vegetables. Special emphasis is placed upon food packaging for suitable performance of product protection. Visits to processing plants are included with special study of the flowline and equipment. Prerequisite: FPR 103, BIO 174.

FPR 216 FOOD PROCESSING—MEATS 3 4 5

An introduction to the meat industry covering meat plant construction, sanitation, killing, processing procedures including meat

cutting, preparing commuted meats, and meat packaging. Visits to processing plants are included with special study of the flowline and equipment. Prerequisite: FPR 103, BIO 174.

FPR 218 FOOD PROCESSING—POULTRY 3 4 5

A study of the latest processing and marketing methods for poultry products. Marketing live poultry. Processing, grading, and packing poultry. Grading, processing, packing, storing, and marketing shell eggs. The egg products industry. Prices and market information. Promotion and advertising of poultry products. Egg and poultry legislation. Visits to processing plants are included with special study of flowline and equipment. Prerequisite: FPR 103, BIO 174.

FPR 225 FOOD PLANT MANAGEMENT 3 0 3

The basic managerial decisions; organizational structure including plant location, building requirements, and internal factory organization; problems of factory operation and control planning. Scheduling, routing factory production, stores control, labor control, purchasing, cost control. Plant problems are utilized as lab experiments.

FPR 226 QUALITY CONTROL 3 2 4

A study of the microbiological considerations in controlling product quality, and maintaining standards. The analysis of food for contamination, decomposition, and spoilage is included. Statistical quality control is introduced. Prerequisite: BIO 176.

FRENCH

FRE 111 INTRODUCTORY FRENCH I 3 2 3

A study of basic spoken and written French with an emphasis on grammar, pronunciation, and oral expression. Prerequisite: None.

FRE 112 INTRODUCTORY FRENCH II 3 2 3

A continuation of FRE 111. Prerequisite. FRE 111.

FRE 113 INTRODUCTORY FRENCH III 3 2 3

A continuation of FRE 112. Prerequisite: FRE 112.

FRE 211 INTERMEDIATE FRENCH I 3 2 3

The course is designed to reinforce the knowledge of essentials from beginning French through the aural-oral practice, both in classroom and laboratory. Prerequisite: Two units of high school French and a good score on French test or French 111, 112, 113.

FRE 212 INTERMEDIATE FRENCH II 3 2 3

A continuation of FRE 211. Prerequisite: FRE 211

FRE 213 INTERMEDIATE FRENCH III 3 2 3

A continuation of FRE 212. Prerequisite: FRE 212.

HISTORY

HIS 111 WORLD CIVILIZATION (ANCIENT) 3 0 3

A survey of the development of the history of mankind from pre-history through the civilizations of Egypt, Mesopotamia, the Hebrews, the Minoans, the Greeks, and the Hellenistic era. Cultural political, and economic aspects and their inter-relationships will be stressed.

HIS 112 WORLD CIVILIZATIONS (MEDIEVAL) 3 0 3

A continuation of mankind's progress in the development of world civilizations will constitute this course study. The culture of ancient India and China, the development of the Roman, Byzantine, and Saracenic Empires and the medieval period of the western world will be considered.

HIS 113 WORLD CIVILIZATIONS (MODERN) 3 0 3

Modern man in a modern world will receive emphasis through the study of the exploration and colonization of the rising European powers. Also included will be the two world wars of the 20th century and the problems of the modern world.

HIS 211 UNITED STATES HISTORY I 3 0 3

Emphasis will be upon the backgrounds of discovery, settlement, constitutional development, and union. Manifest destiny and the developing sectionalism up until the 1850's will be a part of this survey.

HIS 212 UNITED STATES HISTORY II 3 0 3

This continuing study of the development of the United States will cover the causes of the Civil War, the War, Reconstruction, imperialistic tendencies, the progressive movement, and World War I.

HIS 213 UNITED STATES HISTORY III 3 0 3

A consideration of the United States as a reluctant world power, from the isolation of the 1920's through the containment of the 1960's, will help the student become more aware of his nation as a part of the world community. Prerequisite: HIS 212.

HIS 214 ENGLISH HISTORY 3 0 3

A topical study of Britain since 1707, paying particular attention to British developments in the 19th and 20th centuries. Such topics as the growth of British seapower, the Commonwealth concept, the development of political parties, Irish Home Rule, and British literary currents will be emphasized. Prerequisite: 113

HIS 215 ASIAN HISTORY: SOUTHEAST ASIA 3 0 3

An introductory survey of the political history of Southeast Asia based on a general description of the culture of the countries of Southeast Asia. A history of the area before the age of imperialism with major emphasis on the impact of the area in world politics in the 20th century. Prerequisite: HIS 113

HOTEL-MOTEL

HMM 102 INTRODUCTION TO HOTEL-MOTEL ADMINISTRATION 3 0 3

A study of the hospitality field, its history, famous people, economic and social importance and operations.

HMM 103 HUMAN RELATIONS IN THE HOSPITALITY INDUSTRY 3 0 3

Importance of guest relationship, services, hospitality and hotel-motel recreation programs.

HMM 104 FRONT OFFICE PROCEDURE 3 2 4

An analysis of various jobs in the hotel-motel front office and the procedures involved in registering, accounting for and checking out guests. Front office promotional and sales practices are also studied. Prerequisite: MAT 110.

HMM 105 HOTEL-MOTEL LAW 3 0 3

The purpose of this course is: To illustrate the consequences of lack of foresight in the innkeeper's managerial functions; to supply sufficient information to understand the attitudes of the courts when an innkeeper is involved in a litigation, and to create an awareness of the many responsibilities which the law imposes upon the innkeeper. Prerequisite: BUS 115.

HMM 106 FOOD AND BEVERAGE SERVICE 3 0 3

A study of the techniques involved in the various types of restaurant service. The importance of sanitation and food service is stressed.

HMM 107 HOTEL-MOTEL ACCOUNTING 3 2 4

This course deals with basic accounting terms, practices and statements in common use in hotels, and the use of accounting information in making management decisions. Prerequisite: MAT 110, BUS 120.

HMM 108 FOOD PREPARATION 1 6 4

Students learn the skills necessary in the preparation of a full course dinner. Emphasis is placed on merchandising the food product.

HMM 112, 213, 214, 215 SEMINAR AND WORK EXPERIENCE 0 12 3

The internship program involves experience in hotel and motel management under the direction of a qualified manager and college supervisor. While enrolled in this program, the student will become involved in processes such as customer relations, employer relations, front office procedures, housing management, food management, advertising, sales promotion, and maintenance techniques. These processes are vital to Hotel-Motel Management development. Prerequisite: Permission of the Department Chairman.

HMM 208 SUPERVISORY HOUSEKEEPING 2 2 3

A survey course to provide a general understanding of the organization, duties and administration of the institutional housekeeping.

HMM 209 FOOD & BEVERAGE PURCHASING 3 0 3

A summary of knowledge and principles of quantity food buying that would take years to learn by experience. Tells the importance of purchase specifications and how to write them. Prerequisite: HMM 108.

HMM 210 HOTEL-MOTEL MANAGEMENT 3 0 3

This course ties together the knowledge gained in the first year curriculum and stresses the importance of personnel management. A study of labor relations law in the hospitality industry is also included. Prerequisite: HMM 102, HMM 103, HMM 104, HMM 208, BUS 235.

HMM 211 FOOD BEVERAGE MANAGEMENT 3 2 4

A survey of the special management problems in the food industry. Special emphasis is placed on calculating costs, establishing standards and menu planning. Prerequisite: MAT 110, BUS 235, HMM 106, HMM 108, HMM 209.

HMM 216 PROPERTY MAINTENANCE 3 0 3

This course deals with essential technical information on electronics, air conditioning, plumbing, heating, electricity, acoustics, elevators and other equipment necessary to establish preventative maintenance routines and to make necessary operating decisions.

ART 111 ART IN WORLD CULTURE (CLASSICAL) 3 0 3

The student will study art from pre-historic times through the Renaissance. Emphasis will be on the development and relationship of art as a functional and aesthetic outgrowth of the historical period in which it developed. A study of painting, sculpture, architecture, and ceramics will constitute the course.

ART 112 ART IN WORLD CULTURE (MODERN) 3 0 3

The course will consist of a study of the various artistic styles from the end of the Renaissance to contemporary times. Emphasis will be on the art as it reflects the age in which it exists.

ART 211 ART APPRECIATION 3 0 3

An applicable definition and appreciation of art will be derived through a study of the type of artistic expression, the criteria for artistic creation, and the structure and form that identify great art.

DRA 111 INTRODUCTION TO THE
DRAMATIC ARTS 3 0 3

A brief study of the history of drama in the western world from the Greeks to the twentieth century with emphasis on the various styles and types of theatre. Dramatic structure and analysis will be stressed.

DRA 112, 114, 116 ACTING WORKSHOP 0 10 1

For every College Theatre production in which a student has an acting role, he will receive one hour of credit. A maximum of three hours may be earned by appearing in three productions.

DRA 113, 115, 117 WORKSHOP IN TECHNICAL THEATRE 0 10 1

For every College Treatre production in which a student works on the technical crew, he will receive one hour of credit. A maximum of three hours may be earned by working in the crews of three productions.

DRA 211 HISTORY OF WESTERN DRAMA 3 0 3

A historical survey of the origin, history and development of drama in western civilizations. Emphasis will be on dramatic literature, technical accomplishment and presentational styles.

DRA 220 DIRECTOR'S WORKSHOP 0 12 3

A study of the techniques and problems of directing. Admission to the course is by interview. The class will be limited to three student directors a quarter. Prerequisite: Approval of Instructor.

HUM 111 THE STUDENT'S WORLD: WHO AM I? 2 0 2

The humanities program is a series of presentations (lecturers, films, plays, panels, debates, etc.) designed to motivate interest and discussion concerning the student's own culture and his relation to it. Topics selected are those of the most immediate concern to College Freshmen. The course is designed to correlate loosely with English III in that all presentations will be so structured as to stimulate the highest possible utilization of the student's perception and awareness of self.

HUM 112 THE STUDENT'S WORLD: SELF AND SOCIETY 2 0 2

A continuation of HUM 111, this course will focus on those problems of a serious bue less immediate interest of the student. The presentations and discussions will be so designed as to precipitate an awareness of self in society. Opportunity will be given in discussion groups for students to articulate their examination of their relation to contemporary problems. The course will also correlate with English 112 to facilitate the practical application of student response.

HUM 113 THE STUDENT'S WORLD: ANALYSIS AND ACTION 2 0 2

A continuation of HUM 111 and 112. This course will deal with the application of the preception and analysis gained in the two preceeding courses. Contemporary issues in political and governmental problems as well as the popular and fine arts will be used to syn-

thesize student response into analysis and action. The course is also correlated with ENG 113.

MUS 111 MUSIC APPRECIATION 3 0 3

A survey of the music and composers of the periods in relationship to world history. Listening to recordings and an analysis of forms will be stressed. Outside listening will be required.

MUS 121, 122, 123 CHORAL MUSIC 0 2 1

Choral singing and presentation of sacred and secular music from classical and contemporary composers.

PHI 211 INTRODUCTION TO PHILOSOPHY 3 0 3

An introductory course in philosophy with the emphasis being placed on acquainting the student with philosophical methodology, concepts and terminology.

PHI 212 CLASSICAL WESTERN PHILOSOPHY 3 0 3

The impact and influence of classical schools of philosophy are studied in relation to contemporary issues. Prerequisite: PHI 211.

PHI 213 MODERN WESTERN PHILOSOPHY 3 0 3

The impact and role of post-renaissance philosophers are studied in relation to the development of contemporary philosophy. Prerequisite: PHI 211.

PHI 214 INTRODUCTION TO LOGIC 3 0 3

An introduction to logic through a discussion and study of inductive and deductive reasoning, the logic of categorical sentences, truth functions, informal follacies, quantification, and the philosophy of logic. Prerequisite: PHI 211.

PHI 215 INTRODUCTION TO ETHICS 3 0 3

A study of the "shoulds" and "oughts" underlying human action, based on ethical theories of earlier and contemporary thinkers. Prerequisite: PHI 211.

REL 111 RELIGIONS OF THE WORLD 3 0 3

A study of the evolution of religious ideas in men and their continuance into today's major religions. Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam are the religions to be studied.

REL 113 RELIGION IN AMERICA 3 0 3

A survey of current religious thought and practice in the United States.

INDUSTRIAL MANAGEMENT

ISC 102 INDUSTRIAL SAFETY 2 2 3

Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; State industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program

ISC 201 INDUSTRIAL ORGANIZATION
AND MANAGEMENT 1 0 1

An introduction to industrial organizations and management functions of local industry. Included in the presentation will be job requirements, job openings, and prerequisite training required for employment in the various organizations presented.

ISC 202 QUALITY CONTROL 3 2 4

Principles and techniques of quality control and cost saving. Organization and procedure for efficient quality control. Functions, responsibilities, structures, costs, reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests for significance.

ISC 203 MOTION STUDY 3 2 4

Types of methods studies and their applications. Process charts, analysis sheets, time study, work simplifications, skill and effort rating.

ISC 204 VALUE ANALYSIS 3 0 3

The modern concept in the control of manufacturing production. This course will provide the students an opportunity to study a production system with the specific purpose of identifying unnecessary costs. The objective of the concepts and techniques of value analysis is to make possible a degree of effectiveness in identifying and removing unnecessary cost by the use of sound decisions through a common sense approach.

ISC 209 PLANT LAYOUT 3 2 4

A practical study of factory planning with emphasis on the most efficient arrangement of work areas to achieve lower manufacturing

costs. Layouts for small and medium-sized plants, layout fundamentals, selection of production equipment and materials handling equipment. Effective management of men, money and materials in a manufacturing operation. Prerequisite: Consent of Advisor.

ISC 214, 215, 216 SEMINAR AND WORK EXPERIENCE 0 12 3

This internship program involves experience in the management process under industrial conditions. While enrolled in this program, the student will become involved in processes such as plant layout, work flow, quality control, piece rate analysis, incentive programs, industrial relations, plant maintenance, work measurements, and related industrial areas. These processes and analyses are essential to the successful industrial technician. Prerequisite: Permission of the department chairman.

ISC 210 JOB ANALYSIS & EVALUATION 3 2 4

This study is based on product studies as well as personnel and wage program. The course utilizes the study of product design, value analysis, materials and processes as an intricate part of productive procedure.

ISC 211 WORK MEASUREMENT 3 2 4

Principles of work simplification including administration of job methods improvement, motion study fundamentals and time study techniques. Use of flow and process charts, multiple activity charts, operation charts, flow diagram and methods evaluation.

ISC 213 PRODUCTION PLANNING 3 2 4

Day-to-day plant direction; forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Case histories are discussed in the classroom, and courses of corrective action are developed. Actual layouts are utilized for planning and control. Prerequisite: Consent of advisor.

ISC 221 INDUSTRIAL PSYCHOLOGY 3 0 3

The study of human behavior as it relates to business and industry. The findings of psychology are related to employee-employer and labor-management problems. Role-playing situations are provided from which students gain insight into the supervising of working groups.

ISC 222 HUMAN RELATIONS 3 0 3

Experiences focus upon the manager's role in developing a sound behavorial climate in a business or industrial setting. Practical ex-

periences in improving working relationships with employees and superiors are provided.

ISC 231 MANUFACTURING CYCLES 5 0 5

Purchasing and distribution costs; consumption patterns; channels of distribution; marketing of consumer goods; shopping, specialty, agricultural and industrial goods; service marketing, functional middleman; speculation and hedging; wholesaling; shipping and warehousing; exporting and trade movements; standardization and grading; pricing; government regulations of competition; sales promotional activities; merchandising practices.

LANDSCAPING

LCT 151 PLANT MATERIALS I 2 4 4

Introduction to the study of woody plant materials which gives an overview of the woody plants grown in nurseries for landscape purposes and those found in woodlands and fields of North Carolina. Deciduous shrubs and small trees are emphasized in this course.

LCT 154 PLANT MATERIALS II 2 4 4

A continuation of LCT 151 in which additional trees and shrubs are studied; however major emphasis is placed upon the detailed study of broad leaved and narrow leaved evergreens. Prerequisite: LCT 151.

LCT 155 ARBORICULTURE 3 2 4

Arboriculture involves the principles and practices of selection, use establishment, and care of shade and ornamental trees. Practical applications in the course include climbing, pruning, bracing, and other physical operations required of skilled tree workers. Prerequisite: AGR 185.

LCT 200 INTERNSHIP 0 12 3

A student enrolled in this course will spend a summer quarter with a landscape employer, where he will receive training in various landscape enterprises. Training experience will be made available to the student by the employer or his designated representative, and as agreed upon by the employer and Wilkes Community College. Prerequisite: Completion of First Year of the Curriculum.

LCT 251 LANDSCAPE DESIGN 3 2 4

An introduction and study of the basic principles of landscape design. Considerable emphasis is placed on the problems associated with residential site development. The course offers a section devoted

to blueprint reading. Considerable laboratory time is devoted to visitations to established residential sites. The course is not oriented toward a mastery of creativity and artistry, but simply toward an understanding of certain basic principles fundmental to all landscape design endeavors. Prerequisite: LCT 151 and LCT 154.

LCT 252 LANDSCAPE GARDENING 3 2 4

Development and maintenance of landscape areas including planting, pruning, fertilization, and pest control. Fundamentals of landscape economics, cost, contracts, calculating areas, volumes, and plant quantities for landscape projects. Selection and use of materials in landscape construction. Prerequisite: LCT 251.

LCT 253 GREENHOUSE MANAGEMENT 3 2 4

Fundamentals and practices in greenhouse plant production. Construction and management of plastic and glass greenhouses, including the control of heat, light, ventilation, and humidity. Crop studies include both cut flower and pot plant crops.

LCT 256 NURSERY MANAGEMENT I 3 2 4

An introductory study of nursery operations to acquaint the student with the diversity of nursery plan production, equipment, and operation detail through study of such areas as balling and burlapping, fertilization, plant practices necessary to produce profitable nursery stock.

LCT 257 NURSERY MANAGEMENT II 3 2 4

A continuation of LCT 256 with increased emphasis placed upon production schedules, choice and quantities of stock to be grown as well as developing cost findings, price establishing, and record keeping for economically important nursery crops. Planning of nursery layout facilities will also be undertaken. Prerequisite: LCT 256.

LCT 258 TURF PRACTICES 3 4 5

A study of special-purpose turf grasses including identification, use, establishment, and maintenance of the specific grasses. The added laboratory time of this course permits more field trips to golf course where each student will observe and participate in those operations required to maintain a healthy, vigorous playing surface. Prerequisite: AGR 185.

LCT 260 LAWN & GARDEN EQUIPMENT 2 2 3

The principles of operation, servicing, adjustment, and maintenance of equipment for lawn, garden, and landscaping.

AGR 262 LANDSCAPE SURVEYING 2 2 3

The theory of plane surveying applied to landscape design and construction. The use of various levels and instruments to measure distance and plot land areas and elevations. Prerequisite: MAT 101.

MATHEMATICS

MAT 101 TECHNICAL MATHEMATICS 5 0 5

The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed. Prerequisite: Satisfactory evidence that admission requirements have been met.

MAT 107 INTRODUCTORY MATHEMATICS 3 0 3

Designed for those in Elementary Education or those with limited recent mathematical experience. The relatedness of arithmetic concepts through study of modern theory is stressed. Most of the subject matter treated in elementary school arithmetic is re-studied and re-focused.

MAT 110 BUSINESS MATHEMATICS 3 0 3

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount commission, taxes and pertinent uses of mathematics in the field of business.

MAT 111 COLLEGE MATHEMATICS 3 0 3

An introductory mathematics course designed for non-science and non-mathematics majors. The course will cover types of reasoning, concepts of logic, sets and set operations, different mathematical systems, and the structure of the numeration system from the natural numbers to the complex numbers.

MAT 112 COLLEGE MATHEMATICS 3 0 3

A continuation of MAT 111 which will include elementary topics of geometry, graphs, equations, relations, functions, probability, combinations and permutations, statistics. Prerequisite: MAT 111.

MAT 116 ALGEBRA & TRIGONOMETRY 3 0 3

An integrated study of algebra and trigonometry with emphasis on sets, relations, functions, equations, inequalities, sequences, and mathematical induction. Prerequisite: Placement test.

MAT 117 ALGEBRA AND TRIGONOMETRY 3 0 3

A continuation of MAT 116 emphasizing limits, exponents, logarithms, circular functions, and introduction to vector problems. Prerequisite: MAT 116.

MAT 118 ALGEBRA AND TRIGONOMETRY 3 0 3

A continuation of MAT 117 with emphasis on algebraic structures, oblique triangles, complex numbers, probability, and topics from linear algebra. Prerequisite: MAT 117.

MAT 119 CONSTRUCTION MATHEMATICS 3 0 3

A study of the whole numbers, common and decimal fractions, powers and roots, percentage, ratio and proportion plane and solid geometric figures, surface measure, volume, direct measurement, lumber measure and practical applications.

MAT 120 CONSTRUCTION MATHEMATICS II 5 0 5

The fundamentals of algebra, geometry and trigonometry are presented through construction problems. The course is designed to be a practical and useful tool for the students enrolled in the building construction program. Prerequisite: MAT 119.

MAT 121 NUMBERING SYSTEM AND BOOLEAN ALGEBRA 4 0 4

A cursory treatment of the base-ten numbering systems; functional introduction to numbering systems with bases other than 10; transformation from one system to another; fundamental operation in systems other than the decimal; a detailed study of the binary system in relation to machine calculations; principles of Boolean Algebra and its contribution to digital devices and data processing. Prerequisite: MAT 101.

MAT 211 CALCULUS & ANALYTIC GEOMETRY 5 0 5

A study of analytic geometry, functions, limits, derivatives, and applications of the derivative. Prerequisite: MAT 118 or placement test.

MAT 212 CALCULUS & ANALYTIC GEOMETRY 5 0 5

A study of integrals, theory of integrals, applications of the integral, and exponential and logarithmic functions. Prerequisite: MAT 211.

MAT 213 CALCULUS & ANALYTIC GEOMETRY 5 0 5

A study of trigonometric and inverse trigonometric functions,

formal integration, improper integrals, infinite series, vectors, and polar coordinates. Prerequisite: MAT 212.

MAT 214 STATISTICS 5 0 5

The theory of statistics and its application in modern businesses. Kinds of regularity that exist among random fluctuations. Experience in associating and using mathematical models to interpret physical phenomena and predicting the outcome of experiments related to practical business problems. Prerequisite: MAT 101.

MAT 1101 FUNDAMENTALS OF MATHEMATICS 5 0 5

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades.

MAT 1102 ALGEBRA 5 0 5

Basic concepts and operations of algebra; historical background of our base-10 number system; algebraic operations; addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring, ratio, and proportions, variations; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition and subtraction, substitution, graphing; exponents, logarithms, tables and interpolation. Prerequisite: MAT 1101.

MAT 1103 GEOMETRY 3 0 3

Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations. Prerequisite: MAT 1102.

MAT 1104 TRIGONOMETRY 3 0 3

Trigonometric ration: solving problems with right triangles, using tables, and interpolating; solution of oblique triangles using law of sines and law of consines; graphs of the trigonometric functions; inverse functions, trigonometric equations. All topics are applied to practical problems. Prerequisite: MAT 1103.

MAT 1115 ELECTRICAL MATHEMATICS 5 0 5

An introductory algebra with trigonometry and vectors needed in alternating current: algebraic operations in addition, subtraction, multiplication and division; use of letters and signs, grouping factoring; exponents, ratios and proportions, algebraic and graphic

solutions of first-degree equations; introduction to trigonometric functions, their graphs and applications to right triangles. Addition, subtraction and resolution of vector quantities.

MAT 1116 ELECTRICAL MATHEMATICS 5 0 5

A working knowledge of the powers of 10, Ohm's Law of series and parallel circuits, quadratic equations, Kirchoff's Laws, trigonometric functions, plane vectors, alternating currents, vector algebra and logarithms. Prerequisite: MAT 1115.

MAT 1119 MATH FOR PRACTICAL NURSING 2 0 2

This course covers basic arithmetic procedures: addition, subtraction, multiplication, division, fractions, percentages, ratios and proportions. A study of metric and apothecary systems of weights and measures is also included, along with fahrenheit and centigrade scales, solutions and dosages.

MAT 1120 CONSTRUCTION MATHEMATICS 3 0 3

Fundamental arithmetic is presented through problems and examples encountered in the building trades. The manipulation of fractions, decimals, simple percentages, and the computation of surface areas and volumes are presented in a practical and relevant manner through construction, layout, and estimating problems.

MECHANICS

MEC 111 INTERNAL COMBUSTION ENGINES I 3 3 4

Tractor engine fundamentals. Principles of engine operation, including horsepower calculations, efficiency, combustion theory, types of engines, cylinder and valve arrangements, lubrication, fuel and cooling systems. Laboratory work consisting of demonstrations, disassembly, inspection and reassembly of various engines.

MEC 112 INTERNAL COMBUSTION ENGINES II 3 3 4

A study of tractor electrical systems, lubrication systems and lubricants. Prerequisite: MEC 111.

MEC 113 INTERNAL COMBUSTION ENGINES III 3 3 4

Theoretical and practical study in correlating previous instruction by putting into practice engine operation, tuning and adjusting, including trouble-shooting. This is performed in conjunction with the latest diagnostic equipment. Prerequisite: MEC 112.

MEC 114 ELECTRICAL & FUEL SYSTEMS 3 3 4

A thorough study of the theory and operation of various truck and tractor electrical units and systems. Including maintenance and testing procedures, diagnosis and repair of all types of electrical

components. Special emphasis is placed on the use of modern testing equipment to diagnose electrical malfunctions. A basic study of the gasoline fuel system is also included.

MEC 115 HYDRAULIC SYSTEMS 2 3 3

The principles of hydraulics and their application to farm machinery. Components of tractor hydraulic systems, testing, maintenance and repair of hydraulic systems.

MEC 116 APPLIED HYDRAULICS 2 3 3

A specialized study of tractor hydraulic systems with emphasis on demonstration, testing, maintenance, and repair of various systems. Class, laboratory, and field study of systems. Prerequisite: MEC 115.

MEC 118 SMALL ENGINES 2 3 3

This course is designed to give the student mechanical knowledge in order to adjust, maintain, and repair small gasoline engines.

MEC 210 MACHINE OPERATION 2 3 3

A study of the operating principles and practical experience in operating boring bars, line boring machines, diamond boring equipment, and metal turning lathes.

MEC 211 DIESELS I 2 6 4

A basic course dealing with the construction, variations in design, and principles of operation. Live shop work should include the grinding of valves, boring cylinders, installation of cam bearings, and the use of measuring instruments used in this type work.

MEC 212 DIESELS II 3 6 5

This course deals with fuels, lubricants, coolants, and air systems. Shop work will include tune-up and testing of various makes of Diesel engines. The dynamometer will be used as a test tool in checking and trouble shooting engines. Prerequisite: MEC 211.

MEC 214 FARM MACHINERY 2 3 3

A study of the operating principles of simple farm implements. The selection, field operation, maintenance and repair of basic farm machinery such as plows, disks, harrows, and cultivators. Includes principles of design and mechanics, power supply, hitching, and economics of farm machinery use.

MEC 215 DIESELS III 2 6 4

Care and repair of fuel injection system used on automotive and farm diesel engines. Shop work will include checking and recondi-

tioning fuel injectors, nozzles, fuel pumps, and transfer pumps. The student will learn to use calibrating and reconditioning equipment. A great deal of emphasis is given to care and cleanliness.

MEC 220 PARTS & SERVICE MANAGEMENT 3 0 3

A study of the principles, practices, and procedures in the efficient and profitable operation of the parts and service departments of a farm equipment retail business.

MEC 221 CHASSIS SUSPENSION & POWER SYSTEMS 4 9 7

A comprehensive study of the present day automatic transmissions and power trains, braking and steering mechanisms. Additionally the student will study twin and triple counter shaft transmissions and hydraulic operated transmissions particularly applicable to heavy rolling equipment.

PHYSICAL EDUCATION

PED 111 PHYSICAL FITNESS 1 1 1

A course which aids in developing a physically fit individual through physical activity. Emphasis is placed upon body mechanics and developing an appreciation of the value of exercise as well as an understanding of the physiological factors associated with total fitness.

PED 112 BASKETBALL 1 1 1

Instruction in skills, rules and strategy for basketball. Emphasis on defensive and offensive play.

PED 113 TUMBLING 1 1 1

Instruction in various phases of tumbling.

PED 210 PERSONAL HEALTH 3 0 3

PED 211 VOLLEYBALL 1 1 1

Course designed primarily to instill values of team play and group recreation.

PED 212 BADMINTON 1 1 1

Designed to instill and develop values of team play and partner activities. Emphasis placed on individual responsibility, cooperation, sportsmanship, and self control.

PED 213 GOLF 1 1 1

Course designed for emphasis on theory, fundamental skills, golf

etiquette, rules and strategy. Individual and group instruction; objective to enable student to make golf an adult recreation and leisure time activity.

PED 214 TENNIS 1 1 1

An introduction to the fundamental strokes, scoring, generalship and strategy. Emphasis is on the beginner with the objective of developing an adult recreational skill.

PED 215 SWIMMING 1 1 1

Designed to cover all basic swimming fundamentals. Emphasis on the non-swimmers.

PED 216 ARCHERY 1 1 1

Instruction in basic skills of archery, selection and care of equipment.

PED 217 FOLK AND SOCIAL DANCING 1 1 1

Course designed to offer most of the basic group formation in folk dancing and the basic skills in the social dance.

PED 218 TRACK AND FIELD 1 1 1

A course designed to offer instruction in the running, jumping and throwing events.

PED 219 BOWLING 1 1 1

This is a course for beginning bowlers. Emphasis is placed on basic skills, scoring, equipment and facilities.

PHYSICAL SCIENCE

PHS 111 PHYSICAL SCIENCE I 3 2 4

An integrated approach to the study of Physical Science for non-science majors. The fundamental ideas of physics and chemistry are brought together and used to illuminate aspects of man's environment. Laboratory experience is expressed.

PHS 112 PHYSICAL SCIENCE II 3 2 4

A continuation of the program introduced in PHS 111. Prerequisite: PSC 111.

PHS 113 PHYSICAL SCIENCE III 3 2 4

The insights gained through PHS 111 and PHS 112 are brought to bear on a study of geology, meteorology and astronomy to complete a broad view of the place and relevance of science in society. Prerequisite: PHS 112.

PHYSICS

PHY 101 PHYSICS: PROPERTIES OF MATTER 3 2 4

A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.

PHY 102 PHYSICS: WORK, ENERGY, POWER 3 2 4

Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity and dynamics. Units of measurement and their application are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas. Prerequisite: PHY 101.

PHY 103 PHYSICS: ELECTRICITY 3 2 4

Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, introduction voltage, amperage, resistance, horsepower, wattage, and transformers are major parts of the course. Prerequisite: PHY 102.

PHY 111 GENERAL PHYSICS I 3 2 4

Modern concepts and principles of physics are presented in a logical sequence which shows the intimate relationship of classical physics to modern physics. Topics emphasized are: Nature of physics, structure and property of matter, kinematics, dynamics, conservation of energy, momentum and wave motion. Co-requisite: MAT 116.

PHY 112 GENERAL PHYSICS II 3 2 4

A continuation of PHY 111 with emphasis on temperature and expansion, thermodynamics, theory of heat, electrostatics, magnetism and electricity. Prerequisite: PHY 111.

PHY 113 GENERAL PHYSICS III 3 2 4

A continuation of PHY 112 with emphasis on electromagnetic radiation, optics, the atom, and nuclear physics. Prerequisite: PHY 112.

PHY 1101 APPLIED SCIENCE 3 2 4

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases, basic electrical principles.

PHY 1102 APPLIED SCIENCE 3 2 4

The second in a series of two courses of applied physical principle . Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101.

POLITICAL SCIENCE

POL 201 UNITED STATES GOVERNMENT 3 0 3

A study of government with emphasis on basic concepts, structure, powers, procedures and problems.

POL 211 AMERICAN POLITICAL LIFE & THOUGHT 3 0 3

The constitutional development of the government of the United States. Some emphasis will be given to the background of the Constitution as well as to its place in the demands of the changing times. The role of the President, Congress, and the Courts, as well as those of the electorate will be reviewed.

POL 212 COMPARATIVE GOVERNMENT 3 0 3

A comparative study of the governments of the major Western Powers. Emphasis will be on those common elements of the respective governments which hinder and enhance the inter-workings of the governmental systems.

PRACTICAL NURSING

PNE 1101 FUNDAMENTALS OF PRACTICAL NURSING 5 2 6 8

Designed to assist the beginning Practical Nurse student in acquiring knowledge basic to the development of skills needed for safe and effective bedside nursing care of patients in a state of dependency due to health deviation. Body mechanics for nurse and patient. Laboratory practice in daily hygienic care of patients' medical and surgical aseptic needs.

PNE 1102 ANATOMY AND PHYSIOLOGY 5 0 0 5

A study of the general plan of the human body and the nine systems. Designed for understanding how the body functions, moves and stands erect, distributes food and oxygen and removes waste and provides for survival.

PNE 1103 NUTRITION 3 0 0 3

Designed to give knowledge of the basic principles of nutrition for the nurse and the patient. Also involves mechanics of digestion, absorption and metabolism, nutritional requirements for all age groups, and as modified by religion or culture.

PNE 1104 GROWTH AND DEVELOPMENT 3 0 0 3

Designed to aim at a beginning understanding of self as a prerequisite for understanding the patient and his family. Presents the normal growth and development from birth to old age. Presents physical changes which occur with age as well as mental and personality changes.

PNE 1105 VOCATIONAL ADJUSTMENTS I 2 0 0 2

Designed to acquaint the Practical Nurse students with their role. Presents philosophy and objectives of the program. Brief background of history of nursing and the scope of modern nursing.

PNE 1106 MEDICAL-SURGICAL I 4 2 0 5

Designed to give the student basic understanding of the nursing care of patients with common problems presented by illness. Processes of illness, diagnostic tests, physiologic reaction to pain, needs of patients with long term illnesses, rehabilitation, pre and post operative needs, anesthesia agents, and modification of diet for disease condition. Prerequisite: PNE 1101, 1102, 1103, 1104, 1105.

PNE 1107 MATERNITY NURSING I 2 0 0 2

Presentation of modern aspects of maternity nursing with emphasis on normal pregnancy—ante-partal care, labor and post-partal nursing needs and care of normal newborn. Prerequisite: PNE 1101, 1102, 1103, 1104, 1105.

PNE 1108 PEDIATRIC NURSING I 3 0 0 3

Presents the effect of a common or sub-acute illness of the child and the nursing needs which arise from hospitalization. Prerequisite: PNE 1101, 1102, 1103, 1104, 1105.

PNE 1109 CLINICAL EXPERIENCE I 0 0 21 7

(Medical, Surgical, Obstetrical, or Pediatric)

Beginning experiences in general hospital with opportunity to practice skills learned in the laboratory and understanding of role on the nursing team. Prerequisite: PNE 1101, 1102, 1103, 1104, 1105.

PNE 1110 MEDICAL SURGICAL II 5 0 0 5

Designed to develop knowledge of common disorders of body systems, the nursing care, socio-psychological implications. Included are the disorders of the circulatory system and respiratory system. Prerequisite: PNE 1106.

PNE 1111 MATERNITY NURSING II 2 2 0 3

Designed to present selected abnormal conditions presented by the maternity patient and the newborn with emphasis on the role as an assistant to the registered nurse. Prerequisite: PNE 1107.

PNE 1112 PEDIATRIC NURSING II 2 0 0 2

Presents the seriously ill child with emphasis on his needs and the needs of the parents. Emphasis is placed on the assistant role and/or the role of the practical nurse on the health team. Prerequisite: PNE 1108.

PNE 1113 PHARMACOLOGY 1 0 0 1

Designed to present knowledge of sources of drugs, the classification and uses. Develop in the laboratory skills in giving of injections; insulin therapy. Prerequisite: PNE 1106.

PNE 1114 CLINICAL EXPERIENCE II 0 0 21 7

(Medical, Surgical, or Pediatric)

Further experience in basic areas of medical, surgical, pediatric, or obstetric nursing. Emphasis on observation of signs and symptoms and assuming responsibility in reporting to head nurse. Prerequisite: PNE 1109.

PNE 1115 MEDICAL-SURGICAL NURSING III 11 0 0 11

Continue the study of the nursing needs of patients with disorders affecting the systems; Gastro-Intestinal, Muscular-Skeletal, Nervous, including eyes, ears, nose, and throat, endocrine, urinary and integrementary. Disaster and emergency nursing are also included. Prerequisite: PNE 1110.

PNE 1116 VOCATIONAL ADJUSTMENTS II 2 0 0 2

Designed to present further nursing ethics, medical-legal aspects of Practical Nursing and a study of the organizations for the graduate Practical Nurse. Prerequisite: PNE 1110.

PNE 1117 CLINICAL EXPERIENCE III 0 0 21 7

Continued experience in medical-surgical, pediatric and maternity nursing with emphasis on the role as an assistant to the profes-

sional nurse in caring for the seriously ill patient. All experience in the clinical area is under the supervision of the clinical teacher. Prerequisite: PNE 1114.

PSYCHOLOGY

PSY 101 HUMAN RELATIONS 3 0 3

A practical study of the basic principles of human behavior. The problems of the individual worker are studied in relationship to society, the working group, and how the unsolved problem effects production.

PSY 106 APPLIED EDUCATIONAL PSYCHOLOGY 3 0 3

This course is specifically designed to aid the prospective teacher aide in gaining an understanding of the basic psychological principles which will place him in a favorable position in dealing with the varied classroom situations. It particularly emphasizes the intellectual, social, emotional, and physical factors of growth and development as these relate to the learning process.

PSY 112 PERSONALITY DEVELOPMENT 3 0 3

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods or personality improvement.

PSY 206 APPLIED PSYCHOLOGY 3 0 3

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as to worker and a member of the general community.

PSY 214 INTRODUCTION TO PSYCHOLOGY 3 0 3

An introductory course in the study of the science of human behavior. The course is developed through personality theories, including cultural and social factors, motivation, the self, attitudes, and beliefs. Behavior is considered through heredity, environment, and physiological factors. The study includes the aspect of learning, individual differences, measurement, and evaluation.

PSY 1101 HUMAN RELATIONS 3 0 3

A practical study of the basic principles of human behavior. The problems of the individual worker are studied in relationship to society, the working group, and how the unsolved problem effects production.

READING

REA 100 READING IMPROVEMENT 2 2 3

A course in reading that takes the student at his level and systematically carries him through a variety of basic reading skills, study techniques and critical interpretation. Comprehension and rate are continually stressed.

SOCIOLOGY

ANT 211 CULTURAL ANTHROPOLOGY 3 0 3

An introduction to basic human classifications with emphasis on the development of culture and patterns of human behavior.

SOC 103 THE COMMUNITY 3 0 3

An overview of the social and economic characteristics of the community and how these characteristics influence the educational system of the community.

SOC 207 RURAL SOCIOLOGY 3 0 3

A study of selected elements of rural sociology with emphasis on current social changes. The course provides a sociological background for the understanding of rural social changes. Areas of study include rural culture, group relationships, social classes, rural and suburban communities, farm organizations, the communication of agricultural technology, rural social problems, agricultural adjustment and population change.

SOC 211 INTRODUCTORY SOCIOLOGY 3 0 3

A general survey study of the field of sociology. Examines major sociological concepts of the disciplines; differentiates sociology from other disciplines; surveys such substantive topics as culture, personality, social stratification, institutions, community, social change, collective behavior, social problems, and other major areas of sociological cencern.

SOC 212 SOCIAL PROBLEMS 3 0 3

A sociological approach and analysis of social problems and American society. Explores and examines the sociological and theoretical aspects of human deviant behavior, i.e., juvenile delinquency, drug addiction, mental illness, crime, suicide, etc., and how these behaviors can best be understood or studied as a problem of social control.

SOC 213 MARRIAGE AND FAMILY RELATIONS 3 0 3

A study of the structures and functions of family in various cultures with special attention given to man-woman relationships as found in dating, courtship, marriage, procreation, and socialization in the contemporary societies.

SOC 214 MAN IN SOCIETY 3 0 3

A study of the interrelationships of geography, history, sociology, government and psychology, through reading, discussions, observations, and problems.

SPANISH

SPA 111 INTRODUCTORY SPANISH I 3 2 3

Pronounciation, vocabulary, and grammar are stressed.

SPA 112 NTRODUCTORY SPANISH II 3 2 3

A continuation of Spanish 111 with a study of irregular preterites, imperfect, etc., on into subjunctive moods together with reading from selected short stories. Prerequisite: SPA 111 or its equivalent.

SPA 113 INTRODUCTORY SPANISH III 3 2 3

A follow-up of Spanish 112 from indicative and subjunctive moods. Reading, translation, dictation, conversation, and oral drills are stressed. Prerequisite: SPA 111, SPA 112, or their equivalent.

SPA 211 INTERMEDIATE SPANISH I 3 2 3

The course is designed to reinforce the knowledge of essentials from beginning Spanish through the aural-oral practice, both in classroom and laboratory. Prerequisite: Two units of High School Spanish and a good score on Spanist test or SPA 111, 112, 113.

SPA 212 INTERMEDIATE SPANISH II 3 2 3

A continuation of SPA 211. Prerequisite: SPA 211.

SPA 213 INTERMEDIATE SPANISH III 3 2 3

A continuation of SPA 212. Prerequisite: SPA 212.

WELDING

WLD 119 TECHNIQUES OF WELDING 2 3 3

Principles of oxyacetylene and electrical welding, cutting and brazing. Principles, procedures, safety, precautions and experience in using oxyacetylene and arc equipment. Projects are assigned to develop skill in the use of equipment. Includes the study of metals, rods, gasses and special electric welding machinery.

WLD 120 TECHNIQUES OF WELDING 2 3 3

This is a continuation of WLD 119 with particular emphasis placed on the advanced skills. Prerequisite: WLD 119.

WLD 1101 BASIC GAS WELDING 0 3 1

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.

WOOD UTILIZATION

WUT 131 WOOD ANATOMY & IDENTIFICATION 5 2 6

The structure of the wood of commercial American species; importance of anatomical structure to properties and use of wood; identification based on anatomical features.

WUT 135 LUMBER MANUFACTURING
AND PROPERTIES 5 2 6

The manufacture, processing and grading of lumber; properties of wood involved in the use of lumber; laboratory field trips to local wood-using industries.

WUT 200 INTERNSHIP 0 12 3

A student enrolled in this course will spend a summer quarter with a wood utilization employer, where he will receive training in various enterprises using wood. Training experience will be made available to the student by the employer or his designated representative, and as agreed upon by the employer and Wilkes Community College. Prerequisite: Completion of first year of the curriculum.

WUT 231 FOREST PRODUCTS OTHER THAN LUMBER 5 2 6

The primary and secondary products of American forests (exclusive of lumber) their manufacture, economic importance and potential.

WUT 233 STRUCTURES AND UTILITIES 3 2 4

Materials and methods of light construction; functional planning; sketching and layout; integral utility planning, water supply; waste disposal; lighting, electrical power and environmental control. Prerequisite: MAT 101.

WUT 239 WOOD SEASONING & PRESERVATION

The seasoning and preservation treatment of wood; materials, equipment, and applied techniques.

WUT 240 SECONDARY WOOD PROCESSING 5 2 6

Principles and methods of machining, gluing and finishing wood in the secondary wood-manufacturing industries.

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